

*executive committee of
the directing council*



PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



48th Meeting
Washington, D. C.
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Draft Agenda Item 11

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REPORT ON BUILDINGS AND INSTALLATIONS FOR HEADQUARTERS

The Director has the honor to present to the 48th Executive Committee a progress report on the program for the construction of the permanent Headquarters building of the Pan American Health Organization.

Developments during the period September 1962-April 1963 are reflected in the several reports of meetings of the Permanent Subcommittee on Buildings and Installations attached hereto as Annex.

In accordance with Resolution XXI of the XVI Pan American Sanitary Conference, a formal request was made by the Director to the W. K. Kellogg Foundation for an additional financial contribution in order to meet the revised cost estimates for the new Headquarters building. By letter dated 25 September 1962, the W. K. Kellogg Foundation advised the Director that his request for additional funds had been favorably received and that the original loan of \$3,750,000 had been increased by \$1,250,000 for a total loan of \$5,000,000 to be used for the construction of the new Headquarters building.

Pursuant to the above-mentioned resolution, the Director, then, instructed the architects to undertake immediately the final plan and specifications for the new Headquarters building so that bids could be secured and contracts awarded for construction of the building.

The Director wishes to report that work is well under way on the preparation of the final plans and specifications and completion is expected by 1 June 1963. On the basis of this target date, the time schedule calls for invitations to bid and award of contracts to be accomplished by early July and beginning of construction by 15 July. The structural framework is estimated to be finished by December 1963, completion of the secretariat building by 1 February 1965, and completion of full construction by March-April 1965. Efforts will be made to complete the secretariat building first for early occupancy.

During the past month, the professional services of H. A. Sloane Associates of New York City were obtained for a final review and analysis of construction costs to determine the sufficiency of available resources. Report will be made on the findings of Sloane Associates.

As the Committee knows it has been our intention to sell our buildings on New Hampshire Avenue and place the proceeds of the sale in the Building Fund. Working with the Subcommittee on Buildings and Installations and with advice of professional real estate appraisers, we expect to put the property on sale next year. The property is in a choice area with rising values and it is expected the Bureau will benefit considerably due to these favorable factors.

In order that we may proceed with necessary preparations for the sale, the Director, under District of Columbia regulations, must be specifically authorized to enter into negotiation for the completion of the sale. Therefore the resolution which follows is intended to meet these requirements of the District of Columbia.

RESOLUTION AUTHORIZING SALE OF PROPERTY KNOWN FOR PURPOSES OF ASSESSMENT AND TAXATION AS LOTS 800 AND 31 IN SQUARE 136 IN THE CITY OF WASHINGTON, DISTRICT OF COLUMBIA, IMPROVED BY PREMISES 1501 AND 1515 NEW HAMPSHIRE AVENUE, NORTHWEST

WHEREAS:

The Pan American Health Organization is acquiring a new site for a permanent Headquarters building in the District of Columbia and will consequently have no further need for its present Headquarters site after such new site is available for occupancy,

THE EXECUTIVE COMMITTEE,

RESOLVES:

1. That Dr. Abraham Horwitz, the Director of the Pan American Sanitary Bureau, or his successor, or successors, in office, is hereby authorized to contract with any responsible purchaser or purchasers for the sale of the present Headquarters site of the Pan American Health Organization, being the property known for purposes of assessment and taxation as Lots 800 and 31 in Square 136 in the City of Washington, District of Columbia, improved by premises known as and numbered 1501 and 1515 New Hampshire Avenue, Northwest, for the best possible price obtainable on the open market.

2. That the aforesaid contracts, shall reserve the right of possession to the seller until the Pan American Health Organization shall have moved to its new Headquarters site.

3. That Dr. Abraham Horwitz, the Director of the Pan American Sanitary Bureau, or his successor, or successors, in office, is hereby authorized to execute the requisite deed, or deeds, in the name of the Pan American Sanitary Bureau and is hereby appointed its true and lawful attorney in fact to acknowledge and deliver the same as its act and deed, and Dr. John C. Cutler, the Deputy Director of the Pan American Sanitary Bureau, or his successor, or successors, in office, is hereby authorized to attest the same.

Annexes: I, II and III

16 October 1962

PAN AMERICAN HEALTH ORGANIZATION

Report of the Meeting of the Permanent Subcommittee
on Buildings and Installations

The Permanent Subcommittee on Buildings and Installations met at
3:00 p.m., Wednesday, 10 October 1962.

Present:

Mr. James R. Wachob, Chairman (USA)
Mrs. Lillian O'Connell de Alurralde (Argentina)
Mr. Olegario Russi (Chile)

The Subcommittee was assisted by:

Dr. Abraham Horwitz, Director, PASB
Dr. Stuart Portner, Chief of Administration, PASB
Mr. Eugene J. Settino, Chief, General Services, PASB

The meeting was called to hear a report from the Director of the
Bureau on the current financial status for the construction of the new
Headquarters building.

Dr. Horwitz (Director, PASB), in his opening remarks to the members
of the Subcommittee, referred to the success of the recent XVI Pan American
Sanitary Conference, at which meeting, a detailed progress report on the
program for the construction of the permanent Headquarters building had
been presented.

On the basis of this report, which included detailed cost estimates,
the XVI Pan American Sanitary Conference authorized the Director of the
Bureau to seek the additional funds necessary to cover the total cost of
construction, and established the basis for further action in Resolution XXI
which was read by Dr. Portner. The text of the resolution is as follows:

RESOLUTION XXI

REPORT ON BUILDINGS AND INSTALLATIONS FOR HEADQUARTERS

THE XVI PAN AMERICAN SANITARY CONFERENCE,

Having considered the reports of the 45th Meeting of the Executive Committee, of the Permanent Subcommittee on Buildings and Installations, and of the Director of the Pan American Sanitary Bureau on the progress made to date in planning for the construction of the new Headquarters building of the Pan American Sanitary Bureau;

Bearing in mind that the preliminary plans for the building have been completed and that these plans have been approved by the National Capital Planning Commission and the Commission on Fine Arts in Washington, D. C.; and

Noting also that additional financing is necessary in order to meet the revised cost estimates for the new Headquarters building,

RESOLVES:

1. To authorize the Director to request the necessary additional financing from the W. K. Kellogg Foundation or from another foundation on the same basis as the previous arrangements.

2. To authorize the Director to instruct the architects to undertake immediately the final plans and specifications for the new Headquarters building.

3. To authorize the Director, on completion of the final plans and specifications, to secure bids and award contracts for the construction of the building, provided the necessary financing has been assured.

4. To express its thanks to the members of the Permanent Subcommittee on Buildings and Installations, the Director, and the staff of the PASB for their efforts to date for the construction of the new Headquarters building and to request them to continue these efforts so that construction may be expedited and the building occupied at an early date.

(Approved at the eighth plenary session,
1 September 1962)

In accordance with the resolution, a formal request was made by the Director to the W. K. Kellogg Foundation for a contribution of \$1,250,000 additional to the \$3,750,000 already given for the construction of the new Headquarters building of the Pan American Health Organization in Washington, D.C.

The Director was very happy to inform the members of the Subcommittee that he had received a letter dated 25 September 1962 from the W. K. Kellogg Foundation advising him that his request for additional funds had been favorably received and that the grant had been increased to \$5,000,000. The conditions remain the same as for the first grant, namely, that the Organization undertakes to repay the amount mentioned by investing in programs a sum (\$250,000) each year from its Special Health Promotion Fund.

Mr. Wachob (United States of America) thanked the Director for his report and then asked the members if they had any questions or comments regarding the subject.

In succession, the representatives from Argentina, Chile and the United States of America expressed appreciation for the great generosity of the W. K. Kellogg Foundation, and in addition voiced their sincere thanks and commendation to the Director and his staff, for their efforts in solving the financial situation.

At the request of the Chairman, Dr. Portner then proceeded to inform the members of the Subcommittee of the current status of the building program. The architects are busily engaged in the preparation of the final plans and specifications. An estimated target date for completion of this phase of the project is February 1963, with solicitation of construction bids immediately following and with hopeful expectation of the beginning of excavation by the end of March 1963. On the basis of this schedule, completion of construction might be possible by the end of October 1964.

Dr. Portner informed the members that, at a recent meeting, the Fine Arts Commission gave its final approval to a few minor design changes on the building. Therefore, all preliminary clearances have now been obtained. He mentioned briefly the matter of adjacent projects now underway such as, the Columbia Plaza Project and the new bridge approaches and indicated that throughout the course of the next two or three years much development of the entire immediate area will be evident.

In response to the question of furnishings for the building, Dr. Portner indicated that the Bureau will attempt to use most of the basic staff furniture now owned making it necessary to consider only the special areas, such as the meeting rooms and executive quarters.

He reminded the members, that a very provisional cost estimate is already included of more than \$400,000 had been mentioned for the special tables, chairs, draperies, electronic equipment, etc., required for the main conference chamber and other meeting rooms. He thought that more definitive estimates would be available before the end of 1962.

Upon request from the chair for closing comments, the Director indicated his desire, if the schedule permits, to have the ceremony for the laying of the building corner stone during the time of the Executive Committee Meeting in April 1963.

The Director also reiterated his position as to the extremely valuable work of the Subcommittee and his wish to continue to avail himself of its assistance, especially in the days ahead during construction bidding and with construction soon to start.

The Chairman recommended that as a minimum, the Subcommittee be convened once a month for progress reports on the building program and as often as necessary for consideration of special items.

This was unanimously agreed to and the next meeting was tentatively scheduled for 3:00 p.m., 15 November 1962.

The meeting was adjourned.

29 November 1962

PAN AMERICAN HEALTH ORGANIZATION

Report of the Meeting of the Permanent Subcommittee
on Buildings and Installations

The Permanent Subcommittee on Buildings and Installations met at 3:00 p.m., Tuesday, 20 November 1962.

Present:

Mr. James R. Wachob, Chairman (USA)
Mrs. Lilian O'Connell de Alurralde (Argentina)

The Committee was assisted by:

Dr. Abraham Horwitz, Director, PASB
Dr. Stuart Portner, Chief of Administration, PASB
Mr. Earl D. Brooks, Chief, Management and Personnel Branch, PASB
Mr. Eugene J. Settino, Chief, Services and Supply, PASB

The meeting was called to hear a progress report on the program for the construction of the permanent Headquarters building of the Pan American Health Organization.

The meeting was called to order by the Chairman, Mr. Wachob, who asked to review the latest developments in the building program. The Chairman informed the group that Mr. Russi was ill and therefore could not attend the meeting.

Dr. Portner reported that the work of the architects was proceeding on schedule. It was expected the work would be completed by January-February and the start of the building would be in March. He also mentioned the fact that the present property had been appraised by a group of 3 professional appraisers and that although the final report had not been received, he had been informed that the valuation of the property would be \$1,000,000 or somewhat more. He reminded the group that in its estimate of income, the secretariat used the figure of \$750,000. If any increase over this figure was realized, it would be a great help in meeting the cost of such expenditures as the electronic equipment, special chairs and tables for the Conference Room and would reduce the amount which Member Governments would be requested to contribute to the regular budget for the purchase of these items.

Mr. Brooks informed the Committee that the Washington Club desired a small amount of property belonging to PAHO in order to comply with the licensing requirements of the District of Columbia in building a fire escape. This would involve approximately 6 inches of land along the property line between PAHO and the Washington Club which the appraisers recommend be conveyed to the Washington Club by outright sale. Dr. Portner recommended that a report on this subject be made to the Committee at its next meeting.

Dr. Portner again reported on the Director's desire to have the cornerstone laying ceremony at the time of the Ministers of Health meeting. However this will be discussed at a later date when detailed plans have been formalized.

The Chairman suggested that the secretariat, in cooperation with the architect draw up a list of needs for the building that might be met by donations from Member Governments. He mentioned especially that this should be done before the architect's plans had reached the stage that would require structural changes in the building in order to receive gifts from Governments. Dr. Portner agreed with this suggestion and indicated that at the January meeting if the Committee so desired, he would have Mr. Fresnedo Siri present to discuss this point. The Committee agreed that it would be most helpful to have him present.

After the Committee decided that its next meeting would be held on Tuesday, 8 January 1963, at 3:00 p.m., the meeting was adjourned.

8 February 1963

PAN AMERICAN HEALTH ORGANIZATION

Report of the Meeting of the Permanent Subcommittee
on Buildings and Installations

The Permanent Subcommittee on Buildings and Installations met at
3:00 p.m., Monday, 28 January 1963.

Present:

Mr. James R. Wachob, Chairman (USA)
Mrs. Lilian O'Connell de Alurralde (Argentina)
Mr. Olegario Russi (Chile)

The Subcommittee was assisted by:

Dr. Stuart Portner, Chief of Administration, PASB
Mr. Earl D. Brooks, Chief, Management and Personnel Branch, PASB
Mr. Eugene J. Settino, Chief, Services and Supply, PASB
Mr. Louis D. Justement, Architect
Mr. Roman Fresnedo Siri, Architect

The meeting was called to hear a progress report on the program
for the construction of the permanent Headquarters building of the Pan
Pan American Health Organization.

The meeting was called to order by the Chairman, Mr. Wachob, who
stated the purpose of the meeting and called upon Dr. Portner to report
to the Committee and to point up those matters requiring Committee decision.

Dr. Portner in his opening remarks to the members of the Subcommittee
indicated that the matters of interest for discussion would be 1) report of
estimated time schedule for construction of the new Headquarters building
and other items pertaining thereto, 2) report on the present space situation,
and 3) progress of the program for the sale of the Headquarters' buildings
owned by the Organization.

Dr. Portner informed the members that the architects were engaged
in the final stages of preparing the detailed plans and specifications
for the new building and that almost daily contact existed between members
of the secretariat and the architects to resolve any related problems as
they arose. He then asked Mr. Justement, architect, to apprise the members
of the work status of the building program.

Mr. Justement indicated that, at that moment, a realistic target date for completion of all the detailed plans would be 1 May. A request for building permits would follow. It was expected that the excavating permit would be granted within 30 days, followed by other permits as the construction work progressed. The time schedule called for invitations to bid and award of contracts to be accomplished by early June and beginning of construction by 15 June. The structural framework was estimated to be finished by November 1963, and completion of full construction by February-March 1965. Efforts would be made to complete the Secretariat building first, by January 1965, with the Conference Chamber completed immediately thereafter.

Dr. Portner then went on to inform the members that considerable work has been accomplished in the past couple of months, in consultation with the architects, with respect to the study of various methods of office and other space assignments and the many details in connection with the facilities of the Conference Chamber and Meeting Room. A problem of "wind stress" affecting the structural plans of the building was satisfactorily resolved by the architects, which resulted in some adjustment to the design of the building structure but not to the basic design.

Dr. Portner informed the members that at a meeting with the Fine Arts Commission the previous week, a secretariat proposal to install at the third level of the building a series of plaques representing the seals of the Member Governments, which was in keeping with the Commission's desire to retain individualization of the external elements of the building, was highly lauded by the Commission and unanimously approved.

Continuing, Dr. Portner spoke of the financial aspect of the program and indicated that, at that point, construction cost estimates appeared to be within the financial ceiling. However, apart from the actual construction costs, there still remained the requirement to meet the cost of electronic equipment, special furnishings, etc., which would have to be financed under the regular budget of the Organization. A possible aid in this connection would be the realization of monies from the sale of the present property in excess of the amount previously estimated.

At Dr. Portner's request, Mr. Brooks informed the members with respect to the professional valuation of the property estimated at \$75. per sq. ft., and the sale program that he recommended be initiated soon with the approval of the Committee. A brochure was being developed for submission to prospective buyers. Present plans were to invite all interested bidders on an open market basis, but it was mentioned that some advisers had suggested making the property available only to a limited group of brokers.

This matter was discussed in detail, as was the preparation of a brochure to be used in the sale process. It was agreed that the Committee would decide on this matter at the next meeting.

Dr. Portner then spoke of the current space problem. He reviewed the details pertaining to the space which the Bureau occupied at four separate locations. Usable office space at the present time was approximately 28,000 sq. ft., which related to present staff, averaging approximately 100 sq. ft. per person. This average would be reduced considerably with an anticipated increase in employment for the present year and for 1964. At the present time, consideration must be given to the space requirements for Mental Health, Statistical, and other research programs for a total of some 13 additional posts. About 2,000 sq. ft., sufficient to accommodate the above increase was currently available and negotiations were in progress for leasing 1424 - 16th Street, N. W., (in a building already partially occupied by PAHO) at a cost of \$10,000 per year. This action was advisable to avoid the acquisition of still another location at a later date and with it the related problems of messenger and other services to a fifth facility.

Increases in personnel in other work areas would require additional space. The gross need for space for an estimated 29 persons in the next two years was approximately 4,000 sq. ft. requiring a total outlay of funds of approximately \$40,000 for the two year period. This included the posts and space noted in the previous paragraph.

Dr. Portner also informed the members that a private dwelling next door to the Organization's property at 1515 New Hampshire Avenue, N. W., was on the market and available for purchase. The availability of this property had been brought to the Committee's attention because in purchasing the building, the Organization, while meeting part of its space needs, would at the same time be acquiring an equity in a property which, when added to the Organization's present holdings, might be expected to increase in value. The building had not been inspected thoroughly and most likely would have some drawbacks with respect to usable office space. The asking price was approximately \$90,000, but it might be purchased at a lower price.

On the point of Committee consideration of this matter, the Chairman expressed the opinion that the terms of reference of the Committee included review and study of such a matter for recommendation to the Governing Bodies. The Members from Argentina and Chile were in agreement and the Chairman requested that the subject be fully discussed at the next Committee meeting. A staff paper summarizing all details pertaining to the subject such as space requirements, renovation costs, advantages of purchase versus rental, etc., would be prepared and transmitted to the members by February 1, if possible.

The Chairman then requested the latest information on the matter of the proposed sale of a small amount of Organization owned property to the Washington Club for its use in installing a new exit.

Mr. Brooks reviewed the current developments in the case and indicated that in accordance with local laws, a resolution must be passed by the Governing Bodies of the Organization before the sale could be effected. Detailed information would be presented to the Committee for its review and study and for its recommendation to the Executive Committee.

Discussion then ensued on the subject of gifts which Member Governments might be invited to donate to the new building. The Chairman indicated that the Executive Branch of his Government traditionally refrained from requesting the appropriation of funds for gifts of this nature and that, even if such a request should be made in this case, it was unlikely that the gift would become available before completion of the new building.

Dr. Portner spoke to this point and indicated that, in view of the time schedule for construction of the building, it might be well to consider donations on a post-construction basis. Mr. Siri suggested that Member Government donations might take the form of tapestries or similar wall decorations for the meeting rooms.

It was the consensus of the Committee that the matter of inviting gifts from Member Governments should be discussed at a later meeting.

Dr. Portner then announced that arrangements were underway for the Ministers of Health Meeting, which would be held in Washington beginning 15 April 1963. He also indicated that, since steps were being taken to have the building site cleared by 1 March, a ground breaking ceremony at the time of that meeting would seem to be most appropriate. Detailed plans for the ceremony would be developed and presented to the Committee for its review.

The Committee then decided that its next meeting would be held on Monday, 25 February 1963.

The meeting was adjourned.