



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
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88th Meeting
Washington, D.C.
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Provisional Agenda Item 12

CE88/20 (Eng.)

5 May 1982

ORIGINAL: ENGLISH

STUDY OF THE FUNCTIONS OF THE AREA OFFICES OF THE PAN AMERICAN SANITARY BUREAU

In accordance with the provisions of Resolution XII (Annex I) approved by the XXVIII Meeting of the Directing Council (1981), the Director is pleased to inform the Executive Committee that the methodology to study the functions of the Area Offices has been drawn up and the following actions have been taken to comply with the request of the Governing Bodies:

1) A methodological guideline was prepared to conduct an evaluation of the effectiveness of the measures entrusted to the Area Offices (Annex II).

2) As part of this methodology, on 2 October 1981 the Area Offices were informed of the resolution and initial comments were requested from them.

3) In December 1981 a meeting was held in Washington, D.C., with the Area Representatives in which the methodology was reviewed and the procedures established to implement the resolution.

4) In keeping with the agreed methodology, a self-audit outline was prepared, and distributed to the Area Representatives on 8 January 1982. They were instructed to work with national authorities of the countries under their responsibility to jointly prepare the evaluation. In addition, they were requested to report on these meetings and on the resulting recommendations.

5) The Areas have now submitted their self-audit reports and recommendations from the national authorities.

6) The necessary documentation is currently being prepared for the Director's formal consultations with the Ministers of Health, as established by the methodology.



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XXVIII Meeting

XXXIII Meeting

CE88/20 (Eng.)
ANNEX I

RESOLUTION XII

STUDY OF THE FUNCTIONS OF THE AREA OFFICES OF THE
PAN AMERICAN SANITARY BUREAU

THE DIRECTING COUNCIL,

Considering that the administrative and technical strengthening of the Offices of Country Representatives is a policy approved by the Governing Bodies of PAHO;

Mindful that significant progress has been made in this direction in recent years;

Noting that the functions and responsibilities of some of the Offices of Area Representatives on both the technical and the administrative side have undergone contractions concurrent with the expansion of those of the Offices of Country Representatives;

Considering that about 8.4 per cent of the regular budget of the Organization is allocated every year to the Offices of Area Representatives; and

Concerned that the funds of the Organization be put to the best possible use,

RESOLVES:

To request the Director:

1. To draw up methodological guidelines for evaluation of the effectiveness of measures entrusted to the Areas that make up the Pan American Health Organization;
2. That in each Area a working group in formal consultation with representatives of its constituent countries be set up within the budgetary limits approved by the Directing Council to make this evaluation in accordance with the established guidelines;
3. To consolidate and integrate a report on the progress of that evaluation for the next Pan American Sanitary Conference.

(Approved at the eleventh plenary session,
29 September 1981)

METHODOLOGY FOR THE STUDY OF THE AREA OFFICES

I. Background

Resolution XII of the XXVIII Meeting of the Directing Council requests the Director:

1. To draw up methodological guidelines for evaluation of the effectiveness of measures entrusted to the Areas that make up the Pan American Health Organization.
2. That in each Area a working group, in formal consultation with representatives of its constituent countries, be set up within the budgetary limits approved by the Directing Council to make this evaluation in accordance with the established guidelines.
3. To consolidate and integrate a report on the progress of that evaluation for the next Pan American Sanitary Conference.

II. Purpose

To evaluate the effectiveness of the tasks assigned to the Area Offices of the Pan American Health Organization.

III. Terms of Reference

The terms of reference for this study will be as follows:

1. Resolution XII of the XXVIII Meeting of the Directing Council.
2. The study must cover the operations of the Area Offices in 1980-1981.
3. The Plan of Action for the Implementation of Regional Strategies.

IV. Methodology

1. Transmittal of Resolution X of the XXVIII Meeting of the Directing Council to the Area Offices for comment by the Area Chiefs and their staffs.
2. Holding of a meeting to learn the views of the Area Chiefs and to consider standards, procedures and methods for implementing the resolution.
3. Preparation of self-evaluation form and its distribution to Area Office staff members.

4. Consultation by Area Representatives with national authorities.
5. Report to and formal consultation with the Ministers by the Director on the basis of the foregoing information.
6. Analysis of the information, formulation of conclusions and recommendations, and preparation of the report for the Pan American Sanitary Conference.