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Regional Office of the
World Health Organization

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PROPOSED PROGRAM AND BUDGET
for 1951 of the
PAN AMERICAN SANITARY BUREAU

Presented by the Executive Committee for the consideration
of the Directing Council
September 1950

Prepared by the Executive Committee
with the cooperation of the Director of the
Pan American Sanitary Bureau

Washington, D. C. April 1950

P R E F A C E

Preparation of the budget for the Pan American Sanitary Bureau is an exacting task. The preparation of the 1951 budget has taken a great deal of time and energy of staff members but this was necessary in the face of the pressing problems for which only limited resources are available. The present budget is a combination of experience in certain areas and projected planning in others.

In spite of the definite delay in the development of the field program for 1950 which has been caused by the requirement for the preparation of the 1951 budget, it is believed that the experience has been valuable and will eventually result in the development of a more rational program. A consideration of the proposed budget emphasizes the slender resources available in manpower, money and material in comparison with the towering need of the region to be served. It is obvious that as further experience is gained, resources must be increased if full value is to be gotten from the efforts expended in international health work.

The proposed budget is presented for the consideration of the Executive Committee, which must decide upon the total amount of the budget and upon the items to be included in the budget it will prepare and present as Committee on Budget of the Pan American Sanitary Organization for the consideration of the Directing Council and the Conference.

Fred L. Soper
Director, Pan American Sanitary
Bureau.

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I N T R O D U C T I O N

INTRODUCTION

1. General Comments

In accordance with Chapter IV, Article 12 (C) of the Constitution of the Pan American Sanitary Organization, the 1951 Budget has been prepared for submission through the Executive Committee, to the Conference. The Budget has been prepared in detail so as to indicate the purpose and scope of each activity. Thus a comprehensive review of the program is provided. Each portion of the budget has been submitted to the Director by the professional, technical or administrative supervisor charged with responsibility for the execution of that particular function. In this way it was provided that the best qualified persons for analyzing needs would have had an opportunity to advise in regard to their specific fields of emphasis.

The budget has been divided into three parts, each containing related sections. The parts are:

- I - PAN AMERICAN SANITARY ORGANIZATION
- II - PAN AMERICAN SANITARY BUREAU-OPERATIONS
- III - PAN AMERICAN SANITARY BUREAU-ADMINISTRATION

These include the following general functions:

PART I - PAN AMERICAN SANITARY ORGANIZATION

Under this portion of the budget have been classified those costs directly attributable to the organizational meetings of the Pan American Sanitary Organization and such special meetings as may be convened by these directing bodies. Costs of the permanent personnel required to prepare material and plan for these meetings also appear as a separate chapter.

PART II - PAN AMERICAN SANITARY BUREAU - OPERATIONS

Under this portion of the budget have been classified those costs that are directly attributable to the professional and technical services rendered by the Bureau in connection with the various programs and projects proposed for 1951.

PART III - PAN AMERICAN SANITARY BUREAU - ADMINISTRATION.

Costs of the office of the Director of the Bureau have been charged to this portion of the budget, although the Director, the Assistant Director, and the Secretary General function in technical or professional as well as in administrative capacities. In addition, this part contains all administrative sections of the Bureau having a general business or housekeeping responsibility.

The parts have been further divided into sections representing general classifications of functions. These sections in turn have been subdivided into chapters. These

chapters generally represent an organizational unity of the office. This is the general format adopted by the United Nations and other international organizations, and for the purpose of clarity and comparability is used here. The outlined plan of the budget therefore is as follows:

PART I

SECTION 1

Chapter 1

Chapter 2

Etc.

This terminology varies from the 1950 presentation insofar as what is called "Part" by the United Nations was called "Class" in the Pan American Sanitary Bureau 1950 presentation. What is called "Section" was indicated by upper-case letter sub-divisions of classes in the PASB budget; and what is called "Chapter" in the United Nations was indicated by arabic numerals in the PASB budget. The Parts, Sections, and Chapters outlined below are based upon general function and reflect only in a general way the organizational structure.

For simplification of presentation, each portion of the budget herewith carries its own discussion of purpose and scope. It will therefore not be necessary in this general discussion to repeat this material.

Additional definitions are given in the attached glossary, for convenience of analysis.

General procedure in computing costs has been as follows: the purpose and scope of each program has been weighed and analyzed; the needs to carry out the purpose and scope of the program in terms of the limitations of the Pan American Sanitary Bureau have been interpreted into travel, personnel, space and equipment; these, in the case of personnel, have been costed in accordance with the classification plan approved in the meeting of the Directing Council in Lima, October 6-13, 1949. In arriving at the classification plan the post descriptions guide lines and other criteria of the World Health Organization were compared with Pan American Sanitary Bureau positions. Factors of relative responsibility and requirements for special qualifications were taken into consideration. Position classifications in other international and national agencies as well as in embassies and private industries were reviewed. Grades were then assigned to the various positions and qualifications of incumbents or applicants were compared with criteria for purposes of placement. Thus was achieved the directive received from the Directing Council in Lima.

Also as a separate item, travel has been considered in accordance with the minimal supervisory or operational needs of each function. These travel costs include per diem and transportation. Transportation is based upon the normal

round-trip costs according to existing tariffs while per diem is based upon the best estimates of time required to complete travel and attendant duty.

Factors including the number of personnel, type of special equipment, library, filing, and storage facilities were assembled in order to make an estimate of space requirements.

The chapters of the budget have summaries attached, tabulating needs as indicated by the preceding texts. Thus the budget represents an analysis in terms of known costs. Functions have been coordinated by the top management of the Bureau to give the program balance in terms of the resources which may be available.

The needs in the public health field are so extensive that the modest program of the Bureau must be applied with the greatest wisdom in order to meet the more pressing demands upon it.

2. Comparative Data

For purposes of comparison, summary tables have been attached immediately following the Introduction. These tables give a recapitulation of estimated costs (a) by function, (b) by object of expenditure, and (c) by personnel.

These tabulations allow for cross-section reviews of the budget. In the summaries as well as in the general body of the budget, wherever costs for other than personnel

or travel are involved, and wherever such costs are neither peculiar to that portion of the organization nor unusual, they have been grouped together under the heading "Common Services" and are reported accordingly. Detailed justifications of these items are given in the appropriate chapters.

Of interest in reviewing the proposed budget is the distribution of personnel shown in the following table:

Professional Personnel:	34
Administrative Personnel:	39
Clerical Personnel:	<u>103</u>
Total Personnel Requested:	<u>176</u>

This compares with the payrolled or committed 1950 figures as follows:

Professional Personnel:	21
Administrative Personnel:	35
Clerical Personnel:	<u>82</u>
Total Personnel	<u>138</u>

Average salary for the three groups is as follows:

Professional Personnel:	\$6,858.00
Administrative Personnel:	\$4,788.00
Clerical Personnel:	\$2,370.00

The use of the classification plan approved in Lima by the Directing Council has set the pattern for average salaries.

Development of the program of the Pan American Sanitary Bureau and the experience derived during the past year of operations have indicated more thoroughly than before the needs of the program. These needs are now in almost all cases interpreted very specifically into functions and the necessary expenses for such functions. The total amount asked for is in excess of previous budgets, but perusal of the specific justifications will indicate the care with which the program was costed and balanced, and will prove justified.

As shown in the proposed appropriation resolution for the financial year 1951, the three parts and total of budget were as follows:

PART I	\$ 75,854.00	3.85%
PART II	1,550,102.00	78.74%
PART III	<u>342,725.00</u>	<u>17.41%</u>
Total	\$1,968,681.00	100.00%

From this is deducted 25,000.00 for miscellaneous receipts making a net total of \$1,943,681.00

The miscellaneous receipts are calculated according to 1949 experience. During that year, \$24,000.00 were received.

Included in Part III is the entire cost of the Director of Bureau Office, which comprises the Director, Assistant Director, and the Secretary General together with their clerical and stenographic assistants. The time and effort of this personnel, to a very large degree, is used in directing the policies and shaping the general programs of the technical

and professional functions. In comparable international organizations, a majority of this expense is shown under "Operations" but for the purposes of clarity it was decided to leave the office intact under "Administration." Percentage-wise this office amounts to almost 5% of the "Administrative" expenses. Thus total administrative costs, subtracting the office of Director of Bureau are approximately 12% of the total of the gross budget. If salary alone were compared, as would normally be the case, this percentage would be well under 10%.

For further comparison in regard to percentage division of costs, the 1951 World Health Organization Budget shows almost the same distribution as the budget presented herewith. Except for the comparison of Director of Bureau expenses with those of the Director General, as discussed above, the "Parts" of the World Health Organization and the Pan American Sanitary Bureau Budgets are comparable. The World Health Organization Budget was distributed percentage-wise as follows:

PART I	-	3.48%
PART II	-	81.45%
PART III	-	<u>15.07%</u>
		100.00%

3. Budgetary Deductions

In accordance with the decision of the Executive Committee while in session at Washington in April 1950, the budget estimates prepared for its consideration at that meeting were reduced from \$2,273,617 to \$1,943,681. The present presentation contains these reductions.

In addition to lump-sum reductions in various portions of the original budget, the Executive Committee requested that further cuts be made throughout the budget using the following as a basis:

1. Deductions for lapses and delays on salaries 5%
2. Deductions in travel estimates 10%
3. Deductions for lapses and delays on personal allowances 5%
4. Deductions in other services 3%
5. Deductions in fixed charges and claims 3%
6. Deductions in materials and supplies 10%
7. Deductions in acquisition of capital assets 5%
8. Deductions in undistributed portions 10%

The total reduction amounts to \$329,936.

4. Appropriation Resolution

I. The Directing Council

RESOLVES to appropriate for the financial year 1951 an amount of \$1,943,681.00 as follows:

Purpose of Appropriation

PART I	Pan American Sanitary Organization	\$	75,854.00
PART II	Pan American Sanitary Bureau - operations		1,550,102.00
PART III	Pan American Sanitary Bureau - Administration		
	Office of the Director of the Bureau (Professional & Administration Office)	\$	90,091.00
	All other Administrative Units	\$	<u>252,634.00</u>
			<u>342.725.00</u>

Total all parts	\$ 1,968,681.00
Less Miscellaneous Receipts	<u>25,000.00</u>
	\$ 1,943,681.00

- II Amounts not exceeding the appropriations noted under paragraph I shall be available for the payment of obligations during the period 1 January to 31 December 1951, inclusive.
- III The appropriations noted under Paragraph I shall be financed by contributions from members, according to Article 60 of the Pan American Sanitary Code.
- IV The Director is authorized to transfer credits between the various Parts of the Budget provided that such transfer of credits between Parts, as are made, do not exceed 10% of the Part from which the credit is transferred. Transfers of credits between Parts in excess of 10% may be made with the concurrence of the Executive Committee. All transfer of budget credits between Parts shall be reported to the Directing Council.
- V Disposition of unobligated balances is covered by a separate resolution.

SUMMARY OF BUDGET BY FUNCTIONS

1951

SUMMARY OF PARTS

PART I - Pan American Sanitary Organization	\$ 75,854.00
PART II - Pan American Sanitary Bureau - Operations	1,550.102.00
PART III- Pan American Sanitary Bureau Administration	<u>342,725.00</u>
TOTAL ALL PARTS	1,968.681.00
LESS: Miscellaneous Receipts	<u>25,000.00</u>
	<u>\$ 1,943.681.00</u>

SUMMARY OF SECTIONS AND CHARTERS

PART I.

PAN AMERICAN SANITARY ORGANIZATION

SECTION 1. ORGANIZATIONAL MEETINGS

Chapter 1. Conference	\$ 27,190.00
Chapter 2. Directing Council	37,694.00
Chapter 3. Executive Committee	7,370.00
Chapter 4. Special Meetings	<u>3,600.00</u>

TOTAL PART I \$ 75,854.00

PART II

PAN AMERICAN SANITARY BUREAU - OPERATIONS

SECTION 1. CENTRAL TECHNICAL SERVICES

Chapter 1. Library	\$ 29,314.00
Chapter 2. Editorial	45,879.00
Chapter 3. Supply	37,337.00
Chapter 4. Cartographic & Drafting	22,723.00
Chapter 5. Translating Pool	20,843.00
Chapter 6. Projects	
(a) Publications	\$36,000.00
(b) Statistics	<u>4,403.00</u>
	<u>40,403.00</u>
Total Section 1	<u>\$196,499.00</u>

SECTION 2. DIVISION OF PUBLIC HEALTH

Chapter 1. Office of Director of Division	\$ 61,405.00
Chapter 2. Nursing	28,051.00
Chapter 3. Nutrition	10,000.00
Chapter 4. Veterinary Public Health	15,521.00
Chapter 5. Environmental Sanitation	2,984.00
Chapter 6. Maternal and Child Health	--
Chapter 7. Epidemiological and Statis- tical	51,305.00
Chapter 8. Health Education	<u>21,655.00</u>
Total Section 2	<u>\$ 190,921.00</u>

SECTION 3. FIELD OFFICES

Chapter 1. Field Office, Guatemala	\$ 44,644.00
Chapter 2. " Lima	38,382.00
Chapter 3. " Rio de Janeiro	20,977.00
Chapter 4. " El Paso	28,277.00
Chapter 5. " Trinidad	15,717.00
To provide small supervi- sory offices as needed	<u>48,456.00</u>
Total Section 3	<u>\$ 196,453.00</u>

SECTION 4. PROGRAMS AGAINST SPECIFIC DISEASES

Chapter 1. Smallpox	112,839.00
Chapter 2. Yellow Fever	60,000.00
Chapter 3. Aedes aegypti Eradication	141,806.00
Chapter 4. Plague	33,770.00
Chapter 5. Typhus	37,095.00
Chapter 6. Chagas Disease	37,240.00
Chapter 7. Other Public Health Programs	

(a) Brucellosis	21,400.00	
(b) Hydatidosis	12,220.00	
(c) Rabies	23,763.00	
(d) Onchocerciasis	19,050.00	
(e) Schistosomiasis	27,500.00	
(f) Contribution to WHO-UNICEF Programs	<u>60,000.00</u>	163,933.00

Chapter 8. Leprosy	--
Chapter 9. Malaria (Supplementary to World Health Organization)	--
Chapter 10. Venereal Disease (Supplementary to World Health Organization)	50,000.00
Chapter 11. Tuberculosis (Supplementary to World Health Organization)	--

Total Section 4 \$ 636,683.00

SECTION 5. EDUCATION AND TRAINING AND GENERAL
TECHNICAL SERVICES DIVISION

Chapter 1. Office of Director of Division	22,923.00
Chapter 2. Food and Drug (Advisory)	--
Chapter 3. Planning and Medical Adminis- trative Practices	25,776.00
Chapter 4. Fellowships, Seminars and Technical Training	<u>155,843.00</u>

Total Section 5 \$ 204,542.00

SECTION 6. TECHNICAL MEETINGS

Chapter 1. Nurses Conference	3,306.00
Chapter 2. Nurses Workshop	12,500.00
Chapter 3. Veterinary Conference	<u>4,000.00</u>

Total Section 6 \$ 19,806.00

SECTION 7. COMMON SERVICES (PART II)

Chapter 1. Space and Equipment Services	28,000.00
Chapter 2. Other Services	20,574.00
Chapter 3. Materials and Supplies	17,888.00
Chapter 4. Fixed Charges and Claims	26,074.00
Chapter 5. Grants	--
Chapter 6. Acquisition of Capital Assets	<u>12,662.00</u>

Total Section 7 \$ 105,198.00

TOTAL PART II \$ 1,550.102.00

PART III

PAN AMERICAN SANITARY BUREAU - ADMINISTRATION

SECTION 1. OFFICE OF DIRECTOR OF THE BUREAU \$ 90,091.00

Total Section 1 \$ 90,091.00

SECTION 2. DIVISION OF ADMINISTRATIVE SERVICES

Chapter 1. Office of Director of Division	15,608.00
Chapter 2. Budget	7,754.00
Chapter 3. Finance and Accounts	45,130.00
Chapter 4. Personnel	8,649.00
Chapter 5. Office Services	<u>72,350.00</u>

Total Section 2 \$ 149,491.00

SECTION 3. OTHER ADMINISTRATIVE SERVICES

Chapter 1. Information	13,513.00
Chapter 2. Legal	<u>10,118.00</u>

Total Section 3 \$ 23,631.00

SECTION 4. COMMON SERVICES (PART III)

Chapter 1. Space and Equipment Services	22,000.00
Chapter 2. Other Services	16,166.00
Chapter 3. Materials and Supplies	10,912.00
Chapter 4. Fixed Charges and Claims	20,486.00
Chapter 5. Grants	--
Chapter 6. Acquisition of Capital Assets	<u>9,948.00</u>
Total Section 4	<u>79,512.00</u>
TOTAL PART III	<u>\$ 342,725.00</u>
TOTAL ALL PARTS	1,968,681.00
LESS: Miscellaneous Receipts	<u>25,000.00</u>
	<u>\$ 1,943,681.00</u>

RECAPITULATION OF BUDGET
SHOWING OBJECTS OF EXPENDITURES FOR EACH PART
1951

	<u>Part I</u>	<u>Part II</u>	<u>Part III</u>	<u>Total</u>	<u>%</u>
Personal Services	\$ 31,474	\$ 574,616	\$ 205,210	\$ 811,300	41.21
Personal Allowances	3,316	79,173	36,972	119,461	6.07
Travel and Transportation	21,150	161,496	21,031	203,677	10.35
Space and Equipment Services	1,000	43,650	22,000	66,650	3.39
Other Services	10,670	92,693	16,166	119,529	6.07
Materials and Supplies	8,244	174,266	10,912	193,422	9.82
Fixed Charges and Claims		27,820	20,486	48,306	2.45
Grants		22,500		22,500	1.14
Education and Training		158,000		158,000	8.03
Acquisition of Capital Assets		24,082	9,948	34,030	1.73
Undistributed		<u>191,806</u>		<u>191,806</u>	<u>9.74</u>
Total.....	<u>\$ 75,854</u>	<u>\$1,550,102</u>	<u>\$ 342,725</u>	<u>\$1,968,681</u>	<u>100.00</u>
Less: Miscellaneous Receipts				<u>25,000</u>	
				<u>\$1,943,681</u>	

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1951			
	A	P	C	TOTAL	A	P	C	TOTAL
Part I Pan American Sanitary Organization								
Section 1. Organizational Meetings								
Chapter 1. Conference Personnel	2	-	3	5	3	-	3	6
Total - Part I	2	-	3	5	3	-	3	6
Part II Pan American Sanitary Bureau-Operations								
Section 1. Central Technical Services								
Chapter 1. Library	2	-	5	7	2	-	6	8
" 2. Editorial	4	-	2	6	6	-	3	9
" 3. Supply	3	-	5	8	2	-	6	8
" 4. Cartographic and Drafting	-	1	3	4	1	1	3	5
" 5. Translating Pool	3	-	3	6	3	-	2	5
Total - Section 1	12	1	18	31	16	1	20	35
Section 2. Division of Public Health								
Chapter 1. Office of Director of Division	2	2	6	10	2	2	7	11
" 2. Nursing	-	3	2	5	-	2	3	5
" 4. Veterinary Public Health	-	1	1	2	-	1	1	2
" 5. Environmental Sanitation	1	-	1	2	-	-	1	1
" 7. Epidemiology and Statistics	4	2	2	8	4	3	3	10
" 8. Health Education	-	-	-	-	-	2	1	3
Total - Section 2	7	8	12	27	6	10	16	32

(Omitted Sections or Chapters did not have specific Personnel assignments.)

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1951			
	A	P	C	TOTAL	A	P	C	TOTAL
Part II (Cont'd)								
Section 3. Field Offices								
Chapter 1. Field Office, Guatemala	1	3	2	6	1	3	2	6
" 2. Field Office, Lima	-	2	2	4	1	2	1	4
" 3. Field Office, Rio	1	1	1	3	1	1	1	3
" 4. Field Office, El Paso	-	2	2	4	-	2	1	3
" 5. Field Office, Trinidad	-	1	-	1	1	1	1	3
To be assigned as needed	-	-	-	-	-	10	3	13
Total Section 3	2	9	7	18	4	19	9	32

Section 5. Education Training and General
Technical Services

Chapter 1. Office of the Director of the Division	-	-	-	-	-	2	1	3
" 2. Food and Drug Section	-	-	-	-	-	1	1	2
3. Planning and Medical Administra- tive Practices	2	-	2	4	2	-	3	5

(Omitted Section and Chapters did not have specific personnel assignments).

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1951			
	A	P	C	TOTAL	A	P	C	TOTAL
Part II (Cont'd)								
Section 5. (Cont'd)								
Chapter 5. Fellowships, Seminars, and Technical Training	-	-	-	-	-	-	2	2
Total - Section 5	2	-	2	4	2	3	7	12
Total - Part II	24	17	39	80	27	30	54	111
Part III Pan American Sanitary Bureau - Administration								
Section 1. Office of Director of the Bureau	-	4	5	9	-	3	8	11
Total - Section 1	-	4	5	9	-	3	8	11
Section 2. Division of Administrative Services								
Chapter 1. Office of Director of Division	1	-	1	2	1	-	1	2
2. Budget	-	-	1	1	-	-	1	1
" 3. Finance and Accounts	3	-	8	11	3	-	8	11
4. Personnel	1	-	1	2	1	-	1	2
5. Office Services	2	-	24	26	2	-	25	27
Total - Section 2	7	-	35	42	7	-	36	43

(Omitted Sections or Chapters did not have specific personnel assignments.)

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1951			
	A	P	C	TOTAL	A	P	C	TOTAL
Part III (Cont'd)								
Section 3. Other Administrative Services								
Chapter 1. Information	2	-	-	2	2	-	1	3
" 2. Legal	-	-	-	-	-	1	1	2
Total - Section 3	2	-	-	2	2	1	2	5
Total - Part III	9	4	40	53	9	4	46	59
Grand Totals								
Part I	2	-	3	5	3	-	3	6
Part II	24	17	39	80	27	30	54	111
Part III	9	4	40	53	9	4	46	59
Total - All Parts	35	21	82	138	39	34	103	176

Note:

P = Professional
A = Administrative
C = Clerical

(Omitted Sections or Chapters did not have specific personnel assignments.)

PART I: PAN AMERICAN SANITARY ORGANIZATION

This Part contains the following Section:

SECTION 1: ORGANIZATIONAL MEETINGS

PART I

SECTION 1 : ORGANIZATIONAL MEETINGS

In order to carry out the fundamental purpose as described in the Constitution, the Pan American Sanitary Organization provides for the budgetary needs of the four organs:

1. Pan American Sanitary Conference
2. Directing Council
3. Executive Committee
4. Pan American Sanitary Bureau

Needs for the first three listed above are covered in PART I, which contains only one section. The cost of meetings as defined in the constitution are allocated to this Part. Also, the personnel required on a continuing basis are included.

The remaining two parts of the budget are devoted to the needs of the fourth organ of the PASO, the Pan American Sanitary Bureau. Needs of the Bureau are set forth in detail in the appropriate Parts, Sections and Chapters.

Included in PART I, SECTION 1, are the following chapters:

- Chapter 1. Conference Personnel
- Chapter 2. Meeting of the Conference and Directing Council
- Chapter 3. Meeting of the Executive Committee
- Chapter 4. Special Meetings

PART I
SECTION 1

Chapter 1: CONFERENCE PERSONNEL

Purpose:

To provide a section under the direction and coordination of the Education, Training and General Technical Services Division for the preparation of necessary documents, and to direct the functions of administrative conferences. The volume of this work is considered of sufficient importance to warrant a separate unit.

Scope:

To assume, under the direction of the Education, Training and General Technical Services Division, responsibility for the management of all conferences and official meetings held in connection with the functions of the Organization and:

1. To prepare the calendar of meetings.
2. To coordinate and prepare, in conformity with the desires of participating members, the agenda, and other details related thereto.
3. To procure adequate space for the meetings.
4. To make all travel reservations and arrange to meet the participating members. This phase of the work to be carried out through the respective sections of the Organization.
5. To provide all necessary documentation to expedite the work of the conferences.
6. To assume responsibility for problems of protocol and expediency.

7. To provide interpreters and adequate stenographic and recording facilities.
8. To provide all adjustments and help as may be requested by the participating members and officials of the Organization.
9. To prepare and edit transcripts of the proceedings and to have copies made.
10. To supervise the adequate distribution of materials.
11. To maintain an information service on conference problems and to operate an information service during conferences.

Needs:

Personal Services:

For the performance of the functions outlined above, it has seemed advisable that these be under the direction of a conference director who would be responsible to the Secretary General. To assist the conference director in the performance of his duties the following positions have been established: one liaison and reports officer, two stenographers, one clerk-typist, and one interpreter-translator. When larger conferences are held, additional personnel will be drawn from other sections of the Organization.

Travel:

Travel expenses and other services have not been charged to the Conference Section. These have been estimated on the basis of specific meetings, which are discussed and analyzed in appropriate sections.

PART I
SECTION 1

Chapter 1: CONFERENCE PERSONNEL

SUMMARY

Personal Services	\$ 23,874.00
Personal Allowances	3,316.00
Travel	--
	<hr/>
	\$ 27,190.00
	<hr/> <hr/>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Conference Director	A10	1	1
Interpreter Translator	A7	-	1
Liaison and Reports Officer	A5	1	1
Clerk Stenographer II	C5	2	2
Clerk Typist II	C4	1	1
		<hr/>	<hr/>
		5	6
		<hr/> <hr/>	<hr/> <hr/>

PART I
SECTION 1

Chapter 2: MEETINGS OF THE PAN AMERICAN SANITARY
CONFERENCE AND DIRECTING COUNCIL

It is estimated that \$37,694.00 will be required
for the following meetings:

13th Pan American Sanitary Conference, Printing
5th Meeting of the Directing Council

The above figure of \$37,694.00 is composed of
the following:

Personal Services	\$ 7,600.00
Travel	12,600.00
Office Services	9,700.00
Supplies and Materials	<u>7,794.00</u>
	<u>\$37,694.00</u>

PART I
SECTION 1

Chapter 3: MEETINGS OF THE EXECUTIVE COMMITTEE

It is estimated that the Meetings of the Executive Committee will cost \$7,370. This figure is composed of the following:

Travel	\$ 4,950.00
Office Services	1,000.00
Supplies and Materials	970.00
Space and Equipment Services	<u>450.00</u>
	<u>\$ 7,370.00</u>

PART I
SECTION 1

Chapter 4: SPECIAL MEETINGS

It is estimated that \$3,600.00 will cover the cost of such special meetings as might be convened by the directing body of the Pan American Sanitary Organization. No attempt has been made to distribute or analyze the total in detail. This would cover such meetings as the Special Committee on Personnel convened in 1949 to study and report to the Lima Conference the question of changing the Bureau staff rules and to prepare a report for the consideration of the Executive Committee; and the Special Committee on Housing which will report to the Conference this year (1950).

SUMMARY: \$3,600.00

PART II: PAN AMERICAN SANITARY BUREAU -
OPERATIONS

The operation of the Pan American Sanitary Bureau comprises eight sections. To this part are charged all the expenditures that pertain to advisory, professional and technical services to governments, services pertaining to field activities, field offices and programs against specific diseases.

Consequently sections comprising this Part exist specifically for services rendered to or on behalf of the member countries.

Included in Part II are the following Sections:

Section 1. Central Technical Services

Section 2. Division of Public Health

Section 3. Field Offices

Section 4. Programs against Specific Diseases

Section 5. Division of Education, Training and
General Technical Services

Section 6. Technical Meetings

Section 7. Common Services

PART II

SECTION 1: CENTRAL TECHNICAL SERVICES

Within this section of Part II of the Budget are included those groups whose primary purpose is to furnish technical service of a non-medical nature to the medical sections and administrative section of the Bureau. Usually these sections are not called upon to render direct service to member governments, although the library and supply do act in response to specific requests.

Included in Section 1 are the following Chapters:

- Chapter 1. Library
- Chapter 2. Editorial
- Chapter 3. Supply
- Chapter 4. Cartographic and Drafting
- Chapter 5. Translating Pool
- Chapter 6. Projects:
 - (a) Publications
 - (b) Statistical

PART II
SECTION 1

Chapter 1: LIBRARY

Purpose:

To establish and maintain adequate reference facilities for books, pamphlets, periodicals, clippings, government documents, manuscripts and visual materials so that the needs of the Bureau, including the field offices, may be satisfied.

Scope:

Since an orderly and systematic library has only recently been established, the scope of the library work will be:

- 1) To recatalogue the old collection, as well as to classify and catalogue all new acquisitions.
- 2) To index pertinent material.
- 3) To repair and preserve periodicals by binding.
- 4) To supply reference material and bibliographies.
- 5) To maintain files of pamphlets, clippings, etc.
- 6) To perform all servicing duties for the proper functioning of a library.
- 7) To supply free material and Pan American Sanitary Bureau publications.

Needs:

Personal Services

The present staff comprises: the chief librarian, librarian (cataloger), librarian of documents, clerk-typist, two clerks, and one clerk-stenographer.

The chief librarian is responsible for the management of the library, the supervision of the library staff, the selection and acquisition of books, pamphlets, periodicals and other media, as well as equipment, and maintenance of effective service.

The entire collection has to be cataloged and classified, in addition to processing new acquisitions. The collection comprises about 20,000 books, pamphlets and periodicals. It is being accessioned and a shelf list compiled. It may be estimated that the collection will be increased yearly by 600 books and pamphlets. A card for each book as it is cataloged and classified is sent to the Field Officers, so that they may know what books are in the library and may borrow those titles for a limited time.

An additional cataloger should be added to process the uncataloged original collection. A cataloger with a typist can catalog and classify at least 2,500 volumes a year, including filing of the cards for these volumes. An authority catalog has to be set up. The above mentioned cataloger and typist are required to expedite this work. Library of Congress

cards can be obtained for about 25% of the collection; the rest of the titles require original cataloging for which the unit system is used. Serials and government documents account for about 25% of the collection which can be covered by open entries. The pamphlets and reprints are being classified by subjects and filed in vertical files. The preparation of book-pockets, book-cards and labeling can be handled in the catalog section by additional help, thus giving the library assistant time to keep a closer check on the circulation and send out over-due notices.

One clerk handles the details of registering the new periodicals titles, collating and preparing periodicals and books for binding. The principal task at present is to obtain back numbers and missing issues. The collection comprises about 800 titles and it may be estimated that about 100 titles will be added in 1951.

A periodical collection, current and up-to-date, is an important reference media, and the present condition of the collection indicates the need for an orderly development of this activity. The first step in the never-ending work of completing broken sets of periodicals in the solicitation of journals by letter. This has never been undertaken before, and only a few replies have been received from

letters which have been sent to about half of the journals. The services of a typist are needed for a period of three months to compile "Want Lists" of missing issues to be sent to Field Offices, to address form letters asking for missing issues of periodicals published in areas not served by the Field Offices, and to perform any other necessary function to catch up on the backlog in this important phase. The periodical librarian can handle this work regularly by the use of form letters after the backlog is cleared up.

A selected number of current periodicals should be indexed for use of the staff and research workers because the Cumulative Index Medicus is 18 months late and the Current Medical Index does not include many Latin American periodicals. A cumulative index of the most important articles of the Boletin de la Oficina Sanitaria Panamericana should be available on cards. An index of current selected literature in the public health field could be published periodically in the Boletin as a service to doctors and public health workers in Latin America. The library of the Pan American Union has requested the library of the Bureau to send a card of each article indexed for inclusion in Lea, the bibliographical journal of the library of the Union.

The documents librarian indexes and maintains the files of the WHO, UN, UNESCO, and OAS documents. In addition to this, the incumbent, at present, classifies the pamphlets and maintains in order the vertical files.

Another clerk is responsible for shelving the books and periodicals and the circulation records, also for preparing book-pockets and cards and labeling books.

The clerk-stenographer, besides her secretarial duties, is responsible for requesting and ordering books, pamphlets and photostats, and keeping the records.

Binding:

Most medical publications from South America are paperbound. To effectively preserve the important ones as well as the periodicals, it is estimated that approximately 1,000 volumes should be bound in 1951. The lowest possible cost of binding this material will be more than \$3.00 per volume. It is, therefore, proposed that \$4,000.00 be made available for this purpose. This sum has been included in Part II, Section 7, Chapter 3.

PART II
SECTION 1

Chapter 1: LIBRARY

Personal Services	\$26,144.00
Personal Allowances	3,170.00
Travel	
	<u>\$29,314.00</u>

Chief Librarian	A9	1	1
Librarian	A5	1	1
Clerk III	C5	2	2
Clerk-stenographer	C5	1	1
Cataloger	C5	-	1
Clerk-typist	C3	1	1
Clerk	C2	1	1
		<u>7</u>	<u>8</u>
		<u><u>7</u></u>	<u><u>8</u></u>

PART II
SECTION 1

Chapter 2: EDITORIAL

Purpose: To provide editorial service.

Scope:

1. To edit and publish the Bulletin in four languages containing scientific articles, professional notes and commentaries, book reviews, and significant statistical data.
2. To select appropriate articles and decide upon form and format.
3. To maintain the circulation list of the Bulletin.
4. To give aid in the editing and publication of the official organ of the Inter-American Association of Sanitary Engineering (projected).
5. To edit other special publications, such as the Onchocerciasis Newsletter, etc.

Needs:

Personnel Services

To take over the publication of the official organ of the Inter-American Association of Sanitary Engineering and the additional special publications, the present staff of six should be increased by three additional employees.

These additions are necessary for the following reasons:

The normal activities of the editorial staff require a qualified chief editor, as well as additional secretarial aid, to give assistance in the publication of the official organ of the Inter-American Association of Sanitary Engineering.

There will also be needed two assistant editors as planned before -- one for publications included in the Bureau's program of which there are a number besides the "Bulletin"; the other for the Portuguese sections which are in need of help at the present time.

Travel:

For purposes of liaison with publishers and attending meetings where publications of the organizations are under discussion, \$500.00 is requested. \$1,500.00 has been included to cover the cost of initial recruitment of staff.

PART II
SECTION 1

Chapter 2: EDITORIAL

SUMMARY

Personal Services	\$36,860.00
Personal Allowances	8,219.00
Travel	<u>800.00</u>
	<u><u>\$45,879.00</u></u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Section (Editor)	A11	1	1
Asst. Editor	A9	-	2
Sub. Editor	A5	2	1
Technical Asst.	A3	2	2
Secretary I	C5	-	1
Clerk Stenographer I	C4	1	1
Clerk Typist I	C3	<u>1</u>	<u>1</u>
		<u>7</u>	<u>9</u>

PART II
SECTION 1

Chapter 3: SUPPLY

Purpose:

To provide consultation on procurement problems in regard to administrative and/or medical supplies and equipment, and where indicated, finalize and perform procurement services.

The activities of this section shall be extended to the service of participating member governments, the organization itself, and other international health organization.

Scope:

The duties and responsibilities are:

1. To advise and obtain clarification of all details prior to the placing of firm contracts.
2. To prepare all cost estimates on all material and supplies to be purchases (i.e., f.o.b., f.a.s., or c.i.f.).
3. To prepare all pro forma invoices and to issue market surveys; to arrange for the establishment and expedition of credits where required by procedure and program.
4. After appropriate consultation, to establish final procurement specifications relating to stated needs, market price and availability.

5. To prepare all contract and purchase orders.
6. To arrange for shipment and delivery of purchases.
7. To arrange for inspection, sampling and testing, when, and if necessary.
8. To review and approve all bills and invoices.
9. To maintain catalog price lists and all required program and procurement records.
10. To make studies and recommendations on supply and equipment needs as required.

Needs:

Personal Services

During 1949 the total dollar volume of contracts placed by the Supply Section was \$442,175.00. The forecast for 1951 raises this dollar volume to \$850,000.00. Dollar volume alone is not an indication of the extent of activities engaged in by the Supply Section. Set forth below is a table which lists some pertinent work load factors, giving a clearer picture of the scope and extent of these activities.

Dollar value contracts	\$ 442,175.00	\$ 850,000.00
Number of contracts placed	(1,025)	(1,745)
Dollar value of estimates, specifications and advisory reports	2,400,000.00	3,000,000.00
Service work dollar value unassessable	750 cases	800 cases
Specification work, joint projects with other International Health Agencies	-	2,750,000.00

Because of the past experience of this section position changes are indicated as needed. However, it is not expected that there will be more PASB positions than in 1950.

These posts are:

Procurement Officer	1
Assistant Procurement Officer	1
Clerk IV	1
Clerk III	3
Clerk-Stenographer II	2

Travel

It is estimated that \$2,000.00 will cover the cost of necessary field trips to inspect sources of supply, packaging at the source, and discuss problems with suppliers at their places of operation to enforce high standard of specifications.

PART II
SECTION 1

Chapter 3: SUPPLY

SUMMARY

Personal Services	\$ 30,410.00
Personal Allowances	4,927.00
Travel	2,000.00
	<u>37,337.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Procurement Officer	A9	1	1
Asst. Procurement Officer	A8	1	1
Procurement Asst.	A5	1	-
Clerk IV	C6	1	1
Clerk III	C5	2	3
Clerk-Stenographer II	C5	1	2
Clerk-Typist II	C4	1	-
		<u>8</u>	<u>8</u>

PART II
SECTION 1

Chapter 4: CARTOGRAPHIC AND DRAFTING

Purpose:

The tasks assigned to the Bureau indicate that the amount of visual aids and cartographic information available to the professional and technical staff must be increased in order to enable these sections to define their problems more clearly and to facilitate and illustrate the results of their work.

Scope:

The responsibilities and duties of this section, which operates under Education and Training and General Technical Services Division, are:

1. To maintain map files of the areas of the Americas, including the supervision of purchases of such material, and, where necessary, the preparation of such maps.
2. To prepare and supply maps for field surveys, as required by the program of the Bureau.
3. To acquire and maintain photographic files of technical operations covering buildings, people, regional customs, and physical environment.
4. To prepare charts and graphs to illustrate statistical and organizational data.

5. To prepare pictorial drawings of hospitals for exhibition purposes and for use by the architects in the planning of new hospitals.
6. To prepare floor plans and sketches indicating the distribution of facilities, hospital equipment, and organizational services.
7. To prepare posters as educational aids to Environmental Sanitation, Venereal Disease, Tuberculosis, Maternal and Child Health, and Health Education Programs, as well as to illustrate activities of the Pan American Sanitary Organization and the Pan American Sanitary Bureau.

Needs:

Personal Services

The complement of this section will include one chief cartographer, one assistant cartographer, one clerk-stenographer, and two draftsmen. Extensive mapping campaigns in connection with disease programs are planned in the Bureau. To give medico-technical assistance on field mapping activities, a visiting medical officer is needed. Depending on the work, this may be for temporary duty only. Illustrative work on hand and that requested will require an illustration artist and a photographer. With five requests for hospital planning already underway and several more under preliminary negotiation, there is a great need for the draftsmen.

Equipment

By 1951 the majority of the drafting equipment required for the proper operation of the Cartographic and Drafting section should have been purchased. For that reason, only \$200 has been set up as an equipment requirement for 1951. 1950 will, however, serve as a test year for the determination as to the advisability of the Bureau to developing its own dark room facilities. In the event that the volume of work indicates the feasibility of establishing a dark room unit, it is requested that \$1,800 be set aside for this purpose.

Should the Bureau move to an out-of-town location, an additional \$450 will be required to purchase dry printing equipment. A total of \$2,250 required for special cartographic and drafting equipment has been included under PART II, SECTION 8, Chapter 6.

PART II
SECTION 1

Chapter 4: CARTOGRAPHIC AND DRAFTING

SUMMARY

Personal Services	\$ 18,867.00
Personal Allowances	3,856.00
Travel	--
	<u>\$ 22,723.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Section	P4	1	1
Cartographer	A5	-	1
Draftsmen	C7	2	2
Clerk-Stenographer	C4	<u>1</u>	<u>1</u>
		<u>4</u>	<u>5</u>

PART II
SECTION 1

Chapter 5: TRANSLATING POOL

Purpose:

The major portion of the letters and documents concerning the activities of the Bureau must be translated into Portuguese and Spanish. This requires adequate translating service to be available to the various sections during the entire year. There is a large volume of routine correspondence relating to the activities of any organization that has reached the size of the Bureau. Professional activities, which occupy the majority of the Bureau's efforts, have frequent but irregular periods of peak loads. Pool personnel provides the required flexibility.

Scope:

The responsibilities and duties of this section are:

1. To provide accurate translations of all correspondence and documents from English to Spanish, French and Portuguese, and vice versa.
2. To act as translators and interpreters during meetings and conferences.

Needs:

Personal Services

The Chief of this Section is also the senior translator. The incumbent of this position is responsible for maintaining a high level of accuracy of all translations, programming the work and providing general supervision over the activities of the Section, especially in regard to terminology and technical usage.

This section requires the services of two other translators on a full-time basis. The receptionist is charged to this office because she performs typing services for the translating pool in her spare time.

PART II
SECTION 1

Chapter 5: TRANSLATING POOL

SUMMARY

Personal Services	\$ 17,736.00
Personal Allowances	3,107.00
Travel	-
	<u>\$ 20,843.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Section Chief	A6	1	1
Translator I	A5	2	2
Clerk Stenographer I	C4	2	1
Receptionist	C3	1	1
		<u>6</u>	<u>5</u>

PART II
SECTION 1

Chapter 6: PROJECTS

Certain projects of a nature sufficiently extensive to make it desirable to give them special treatment for budget purposes have been withdrawn from the sections. These projects are shown in this chapter and comprise: Publications and Statistical Projects.

a) Publications

Three recurring publications are the responsibility of the Bureau. These are: the Bulletin, which has an average cost of \$20,000.00 per year, the Weekly Epidemiological Report, and the Monthly Epidemiological Report, which add to \$2,110.00. Publication commitments for the Nursing Education Program total \$12,000.00. This is principally covered in translation and publication of important nursing texts, such as those relating to techniques and procedures. Miscellaneous publications, including short multilith monographs to be used in connection with disease programs, account for \$1,890.00

Summary for item (a) - \$36,000.00

b) Statistical

As a result of estimates of statistical needs in the Americas, particularly resulting from the conference at Bogota January, 1950, it was decided that special projects in connection with classification and recording of morbidity, mortality, and vital statistics were very much needed. This information

is basic to well-coordinated public health programs. Special studies as needed would be developed. For this purpose \$4,403.00 are requested, these funds to be applied largely for the travel of technical consultants to Latin American countries to assist and advise in matters connected with statistical subjects and statistical projects, in collaboration with member countries.

Summary for item (b) - \$4,403.00

PART II
SECTION 2: DIVISION OF PUBLIC HEALTH

For description of functions see Office of the
Director of Division of Public Health.

Included in Section 2 are the following Chapters:

- Chapter 1. Office of Director of Division of
Public Health
- Chapter 2. Nursing
- Chapter 3. Nutrition
- Chapter 4. Veterinary Public Health
- Chapter 5. Environmental Sanitation (Supplemen-
tary to WHO)
- Chapter 6. Maternal and Child Health (Supplement-
tary to WHO)
- Chapter 7. Epidemiology and Statistics
- Chapter 8. Health Education

PART II
SECTION 2

Chapter 1: OFFICE OF DIRECTOR OF DIVISION
OF PUBLIC HEALTH

Purpose:

The Division of Public Health is responsible for: the orientation and coordination of the different Sections which comprise the Division, the direction and supervision of the Zone Offices, the preparation and supervision of the Field Programs, and acting as adviser of the Organization on matters related to public health in general.

Scope:

The responsibilities and duties of this division are:

1. To supervise and coordinate the activities of the following Sections which comprise the Division: Epidemiology and Statistics; Maternal and Child Health; Nutrition; Venereal Disease; Tuberculosis; Nursing; Sanitary Engineering; Veterinary Public Health; Health Education
2. To direct and supervise the Zone and District Offices and field programs.
3. To study and prepare the Field Programs and their respective budgets, presenting technical recommendations on the work and operating plans.

4. To execute these programs in cooperation with the governments and national public health organizations of the countries of the hemisphere, under their direct supervision or through the Field Offices.
5. To coordinate technically the continental public health programs.
6. To give technical assistance in the health programs of United Nations International Childrens' Emergency Fund.
7. To study, prepare and promote adequate standards and methods in health administration, by means of local demonstrations.
8. To study and evaluate local public health problems and programs upon request of the governments.
9. To cooperate in the education and training of sanitary personnel for the development of specific or general programs.

Needs:

Personal Services

The responsibilities assigned to the Division and the vast area covered by the Field Programs make it necessary to have two doctors, specialists in public health, who should devote their time primarily to the supervision of the work of

the Field Offices and field operations and to cooperate with the Director of the Division on the various matters and problems brought to his attention.

The large volume of correspondence which is handled by the Division requires two administrative assistants, one to handle all matters in English and the other for those in Spanish. Both assistants should prepare the work and material in collaboration with the Director and the assistant Medical Officers.

The personnel of the Section are: one Medical Director, one Medical Officer, two Administrative Assistants, one Secretary, and six Clerk-Stenographers.

Travel

In order to carry out the objectives of the Division and particularly the direction and supervision of the Field Programs, the medical officers and should make frequent trips to the field. It is estimated that the sum of \$8,000.00 should be allotted for this purpose.

PART II
SECTION 2

Chapter 1: OFFICE OF DIRECTOR OF DIVISION OF
PUBLIC HEALTH

SUMMARY

Personal Services	\$ 45,742.00
Personal Allowances	7,663.00
Travel	<u>8,000.00</u>
	<u>\$ 61,405.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Medical Director	P12	1	1
Medical Officer	P9	1	1
Admin. Asst.	A5	2	2
Secretary I	C6	-	1
Clerk-Stenographer II	C5	3	3
Clerk-Stenographer I	C4	<u>3</u>	<u>3</u>
		<u>10</u>	<u>11</u>

PART II
SECTION 2

Chapter 2: NURSING

Purpose.

The main objective of the nursing section is to stimulate, promote and encourage, through correspondence, publications, conferences, scholarships, guidance, advisory and direct service, high standards of nursing education and nursing service throughout the Americas.

Scope:

The responsibilities and duties of this section are:

1. To advise in regard to nursing education.
 - a) Consultation with schools of nursing for the improvement of their standards;
 - b) Assistance, through the appropriate section of the Pan American Sanitary Bureau, in hospital planning and organization as it relates to nursing education and service;
 - c) Consultation with hospital authorities for the improvement of the educational and service programs of their staff;
 - d) Consultation and aid in planning and carrying our courses for nurses' aides ("Auxiliares").

To advise in regard to public health nursing:

- a) Consultation with health authorities and assist in the establishment of a generalized public health nursing service;
 - b) Consultation with public health authorities for planning adequate courses in Public Health Nursing;
 - c) Consultation with public health authorities in each country for the improvement of the educational and service programs of their staff.
3. To assist in the planning of propaganda for recruitment of student nurses through the medium of poster, films, literature, etc.
 4. To compile information on social, health and professional legislation in each country.
 5. To consult with groups of nurses to assist them in forming a professional organization in countries where these do not exist.
 6. To consult with national nurses' associations to assist them in achieving standards set by the nursing profession.
 7. To aid in the selection of candidates for nursing fellowships.

Needs:

Personal Services

(See attached Summary)

Travel

The work of the Section entails a large amount of travel: two nursing consultants, one the chief of the section with special training in nursing education and the other a public health nursing consultant, will alternate travel in the field and time spent at headquarters. This will keep one, or both, constantly in the field giving direct consultation service, supervising nurses working on field programs, and organizing and attending conferences, institutes and workshops. Another assistant, a public health nurse, carries on the nursing information and film service, and is responsible for the translation of nursing texts and the publication of a nursing section in the Boletin.

PART II
SECTION 2

Chapter 2: NURSING

SUMMARY

Personal Services	\$ 20,078.00
Personal Allowances	2,573.00
Travel	<u>5,400.00</u>
	<u>\$ 28,051.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief Public Health Nurse	P-7	1	1
Public Health Nurse	P-5	1	1
Technical Asst. II	A-5	1	-
Secretary II	C-5	1	1
Clerk Stenographer I	C-4	<u>1</u>	<u>2</u>
		<u>5</u>	<u>5</u>

PART II
SECTION 2

Chapter 3: NUTRITION

Purpose:

The Nutrition Section is responsible for developing methods of improving health through improved nutritional habits.

Scope:

The responsibilities and duties of this division are:

1. To make studies of dietary deficiencies and advise on corrective action.
2. To encourage the improvement of balanced dietary habits.
3. To encourage the establishment of nutrition sections in the Ministries of Health, where none exist, and advise on methods of improving nutrition.
4. To promote the training of adequate personnel to meet the needs for nutrition experts.
5. To advise countries as to the best methods of obtaining training.
6. To set up demonstration centers.

7. To establish training centers for local assistants.
8. To study relationships between nutrition and diagnostic procedures and medical care programs.

Needs:

In view of the establishment of the Institute of Nutrition at Guatemala, with the cooperation of certain Central American countries, the Kellogg Foundation, and the Bureau, this Section will not be moved to Headquarters before 1952.

There is need, however, to budget a fund and make up the deficiency in operation costs which cannot be met by the contributions of the countries interested and the Kellogg Foundation and other private institutions. This need is estimated at \$10,000.

PART II
SECTION 2

Chapter 3: NUTRITION

Personal Services

\$10,000.00

Pan American Sanitary Bureau contribution to nutrition program to provide against deficiencies

\$10,000.00

PART II
SECTION 2

Chapter 4: VETERINARY PUBLIC HEALTH

Purpose:

Diseases which animals transmit to man are a very diversified group which are caused by bacterial, viral, rickettsial and parasitic agents and involve practically every known species of domestic and wild animals. These diseases are of interest to the physician, the veterinarian, the laboratory worker, the health official, the zootechnician and the animal owner. Each of these groups is engaged with a somewhat different angle. A common meeting ground must be found if each group is to understand the problems of the others and thus, through concerted effort, reduce the number of infections which man contracts from animals. It is the purpose of the Veterinary Public Health Section to provide this common meeting ground on an international basis and to promote concerted efforts nationally and locally in this important phase of public health.

Scope:

1. Initially, the Veterinary Public Health Section has concentrated largely upon three of the most troublesome zoonoses: rabies, brucellosis and hydatidosis; definite progress has been realized in the campaign against each of these. In

In addition, the Section has provided expert consultation on milk hygiene and has completed an extensive national sanitary survey on the dairy industry at the request of one of the member Republics.

2. The Section has been widely accepted as an international center for the collection and dissemination of accurate data on veterinary public health. In this connection, contact has been made with every veterinary faculty throughout Latin America in the first phase of our program of fostering improved interpretation of the broad aspects of public health in the veterinary professional curriculum. Co-sponsorship of the First Inter-American Veterinary Congress in 1951 is a direct extension of PASB interest in improving veterinary education and the proper utilization of veterinary science in public health.
3. It should be added that the Veterinary Public Health Section has borne much of the workload in connection with PASB activity in sponsoring the Third Inter-American Brucellosis Congress to be held in Washington in November 1950.

4. In general, the Veterinary Public Health Section will continue with the elaboration and development of its present veterinary public health functions through the Western Hemisphere. The Section will have the responsibility for the operation of the following field programs:

- a) Brucellosis Control
- b) Rabies Control
- c) Hydatidosis Control
- d) Milk Sanitation
- e) Aid to Rio de la Plata Zoonosis Control
- d) First Inter-American Veterinary Congress

Needs:

Personal Services

See attached summary

PART II
SECTION 2

Chapter 4: VETERINARY PUBLIC HEALTH

SUMMARY

Personal Services	\$ 9,614.00
Personal Allowances	1,857.00
Travel	<u>4,050.00</u>
	<u>\$ 15,521.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Section	P8	1	1
Clerk Stenographer II	C5	1	1
		<u>2</u>	<u>2</u>

PART II
SECTION 2

Chapter 5: ENVIRONMENTAL SANITATION (Supplementary
to World Health Organization)

Purpose:

The location and installation of such important necessities of community life such as safe water supply, and proper sewerage facilities are vital to the health of the community. Trained sanitary engineers, with broad experience in civil and rural engineering from the public health viewpoint, are an important branch of any well-rounded public health program.

Scope:

The responsibility and duties of this section are:

1. To study sanitary engineering needs and their physical arrangement in inhabited areas.
2. To study sewage disposal facilities in collaboration with the Governments, and advise on improvements.
3. To study the water supply of Guatemala areas and recommend plans for ensuring a safe water supply.
4. To render advice on the proper engineering and chemical procedures which should be followed from source to users.

5. To study and advise on the installation of proper drainage facilities in order to avoid the possibility of stagnation and development of health hazards.
6. To study and advise on the proper methods of collecting and disposing of refuse and garbage.
7. To promote the creation of facilities within countries which will raise the standards of sanitary engineering.
8. To develop training and demonstration programs.
9. To give editorial supervision to the publications of the Inter-American Association of Sanitary Engineers until such time as the Association can assume the responsibility.
10. To study and advise on the sanitary measures involved in protecting milk and food supplies in the rural areas.
11. To study and advise on proper methods of insect and pest control, milk sanitation, hotel and restaurant food dispensing, and refrigeration and sanitary installations.
12. To study and advise on rural housing problems in connection with the construction of dwellings, location of wells, privies, and other sanitary installations.

Needs:

Personal Services:

The program of this Section involves almost all of the field offices. This is especially true of the Guatemala Zone Office, the Lima Zone Office, and the El Paso District Office. One administrative assistant and a clerk-stenographer are required.

PART II
SECTION 2

Chapter 5: ENVIRONMENTAL SANITATION (Supplementary
to World Health Organization)

SUMMARY

Personal Services	\$2,670.00
Personal Allowances	314.00
Travel	---
	<hr/>
	\$2,984.00
	<hr/> <hr/>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Administrative Asst.	A5	1	-
Clerk Stenographer I	C4	1	1
		<hr/>	<hr/>
		2	1
		<hr/> <hr/>	<hr/> <hr/>

PART II
SECTION 2

Chapter 6: MATERNAL AND CHILD HEALTH (Supplementa-
ry to World Health Organization)

Purpose:

The purpose of this activity is to furnish consultant to assist the World Health Organization in their Maternal and Child Health program.

Scope:

To furnish consultants as required.

Needs:

No funds are requested.

PART II
SECTION 2
Chapter 6: MATERNAL AND CHILD HEALTH (Supple-
mentary to World Health Organization)

No funds are requested

PART II
SECTION 2

Chapter 7: EPIDEMIOLOGY AND STATISTICS

Purpose:

To study, analyze and prepare significant reports, compilations and trends in the field of morbidity, mortality, and epidemiology under the direction of the Division of Public Health.

Scope:

1. To collect morbidity and mortality data from all participating countries.
2. To prepare studies to determine significant trends and factors.
3. To conduct research relating to future medical programs.
4. To develop significant data from which program projects may be made.
5. To study, develop, and apply latest techniques of demography.
6. To prepare and publish studies in the fields of nomenclature and classification of diseases.

Needs:

Personal Services

The following personnel are required to carry out the program of the section.

An epidemiologist, three statisticians and a technical and clerical staff of 6.

The chief of the section will be the epidemiologist who will be a medical officer. One of the statisticians will be the administrative officer. Of these positions, the section chief and an electromatic typist are new.

Travel:

To develop the program and make the necessary contacts with statistical offices, it will be essential that the Chief of the Section visit each country in Latin America. It is estimated that \$3,130.00 will enable the incumbent to visit each country and by contacts with the important statisticians give the required impetus to the program.

PART II
SECTION 2

Chapter 7: EPIDEMIOLOGY AND STATISTICS

SUMMARY

Personal Services	\$ 40,765.65
Personal Allowances	7,410.00
Travel	<u>3,130.00</u>
Space and Equipment Services	\$ 51,305.65
Other Services	
Materials and Supplies	
Fixed Charges and Claims	
Grants	
Acquisition of Capital Assets	

<u>Posts</u>	PASB Classi- fication	<u>1950</u>	<u>1951</u>
Epidemiologist and Medical Office	P-9	--	1
Statistical Adm. Officer	A8	1	1
Statistician II	P4	1	1
Statistician I	P2	1	1
Technical Asst. II	A5	1	1
" " I	A3	2	2
Clerk-Steno. I	C4	2	2
Electromatic Typist	C4	<u>1</u>	<u>1</u>
		<u>8</u>	<u>10</u>

PART II
SECTION 2

Chapter 8: HEALTH EDUCATION

Purpose:

The importance and efficiency of health education as a means to implement the effective control and prevention of disease has been demonstrated. The chief objectives of this section are to champion health education as a tool in carrying out health programs and projects by the dissemination of information about simple precautionary measures which individuals can take to maintain good health; to work cooperatively with appropriate health agencies in the Americas; and to provide certain consultative and technical services to governments upon request.

Scope:

The functions of this Section are:

1. To foster the development of programs in public health and medical care as regards health education.
2. To prepare the media for the education of the public in health observance by means of publications, posters, displays, films, radios, illustrated lectures in schools and civic associations, and other visual education methods.

3. To encourage and advise countries to make health education an integral part of their public health programs.
4. To prepare and promote the use of educational material in health programs conducted by countries in the Western Hemisphere.
5. To foster demonstration projects and make provision for training of an instructive nature.
6. To work cooperatively with appropriate health agencies in the Americas.
7. To provide consultative and technical services to the Governments upon request.

Needs:

Personal Services

One chief of section, one assistant health educator and one clerk-Stenographer.

PROPOSED BUDGET - 1951

PART II
SECTION 2

Chapter 8: HEALTH EDUCATION

SUMMARY

Personal Services	\$ 14,017.00
Personal Allowances	4,038.00
Travel	<u>3,600.00</u>
	<u>\$ 21,655.00</u>

<u>Posts</u>	<u>PASB Classifi- cation</u>	<u>1950</u>	<u>1951</u>
Chief of Section	P-8	--	1
Asst. Health Educator	P-4	--	1
Clerk-Steno. I	C-4	<u>--</u>	<u>1</u>
		<u>0</u>	<u>3</u>

PART II
SECTION 3

FIELD OFFICES

BACKGROUND

Experience in the administration of Public health departments has demonstrated that useful and efficient work can be carried out only when geographic, economic and social conditions which might influence the application of scientific knowledge and working technique are taken into consideration. Knowledge acquired from these factors which are evaluated from the same source of information, and the evaluation of local resources, are indispensable for adequate planning and execution of the different national and continental health programs. International health activities have demonstrated the need for focusing programs on technical bases and regional application.

The III Pan American Sanitary Conference in 1907 decided to establish a branch in South America, Montevideo being selected as the headquarters. Nevertheless, owing to the lack of funds, it was not possible to establish this office. Later on, when it was necessary to combat plague, the Lima Office was organized, this being the first Zone Office and which is still in operation. In recent years, three more were added: one, Sector Office in Guatemala; one, District Office, in El Pasos, Texas; and one in São Paulo, Brazil (now located at Rio de Janeiro), mainly for the carrying out of the Aedes aegypti eradication program. Each of these have a

minimum number of personnel in accord with the various programs being carried out in each of their areas of action and the development of these programs is gradual, in accordance with available resources.

Upon broadening the program of the Pan American Sanitary Bureau, by resolution of XII Pan American Sanitary Conference held in Caracas, and upon approval by the Directing Council at its First Meeting in Buenos Aires in 1947, of the first increase in the budget, plans were made for the establishment of at least four Zone Offices which could take care of the administrative needs of field operations.

General Discussion:

As provided for in the 1950 budget approved at the Lima Conference which authorized an expenditure of \$141,900 for the maintenance of field offices, the Bureau now has offices and staff located at Guatemala, Lima, Rio de Janeiro, El Paso and Trinidad. Experience has shown that through the decentralization made possible by this device, considerably more efficient and effective work is done. The additional cost of maintaining field offices strategically located is compensated for as follows:

1. An increased number of local personnel can be used.
2. The additional training and experience these personnel gain therefrom becomes of lasting value to the community and country.
3. Maximum technical coordination is provided with decentralization of administration of operations.

4. Decentralized field offices provide stability as well as mobility inasmuch as small offices can be established and located as necessary, and even moved, if appropriate, as the center of activity shifts.
5. The size of the field staff can be kept at the level necessary to perform the duties which are to be carried out in the area being served.

For purposes of efficient administration, it is proposed that field activities be given a greater degree of local supervision, and that the \$141,900 approved by the Lima Conference be increased in 1951 by \$54,506 for a total of \$196,406 to make possible the recruitment of staff, or open offices at different places as needed according to the intensity of the activity, and the size and importance of the programs in the area, thus making possible the appointment of specialists, technicians, and consultants as needed. In fact a small increase in staff has been found necessary during 1950. The entire amount used as a general fund would provide proper guidance in collaboration with governments, and technical supervision as applicable and necessary giving elasticity of operation.

Purpose:

The principal objectives of the program and the activities developed by these Field Offices are essentially of a technical nature, with due respect to the internal problems and the sovereignty of the different nations. the program

conforms with the resolutions of the Pan American Sanitary Conferences, Directing Council, and the Executive Committee and is carried out under the direction of the Division of Public Health of the General Office in Washington. The major problems are:

1. To decentralize the activities from the Central Office with a view to obtaining more efficient execution.
2. To supervise and direct public health field programs in the areas, in accordance with instructions from the Division.
3. To collaborate more efficiently with the governments maintaining direct working relations with the local public health authorities.
4. To contribute to the study and solution of the local and regional public health problems.
5. To supply advisory, educational, technical and professional services to governments.
6. To promote and coordinate public health activities in the various countries.
7. To collect public health information in order to provide a thorough knowledge of the actual public health problems in the areas, and serve as a basis for the preparation of the health surveys of the Americas.

Present offices have been considered as observation posts and experimental offices to carry out the programs in closer relationship with the Governments of the Americas.

With the experience of recent years, the available technical personnel, the means of communication (particularly by air), the resources of bi- or trilingual staff, it is feasible to use field offices. They provide a better geographic distribution of supervisory authority aiming at: a) coordination of program activities; b) interchange of personnel and consultants; c) better service to the Governments by being closer to the health authorities; and d) the expedition of operations in the field. For the year 1951 with utilization of epidemiologists, sanitary engineers, nurses, laboratory technicians and other specialists, probably there will be members of the staff of the Pan American Sanitary Bureau distributed among the twenty-one American republics, and the non self governing territories as well.

The following sheets present an outline of the activities of the field offices presently in operation, and estimated costs at a minimum level for personnel and other requirements.

Included in SECTION 3 are the following chapters:

- Chapter 1. Field Office, Guatemala
- Chapter 2. Field Office, Lima
- Chapter 3. Field Office, Rio de Janeiro
- Chapter 4. Field Office, El Paso
- Chapter 5. Field Office, Trinidad

PART II
SECTION 3

Chapter 1:

Field Office, Guatemala

Purpose:

To coordinate and correlate programs carried out in the area.

Scope:

The responsibilities and duties of this office are:

- a) To cooperate with respective governments in a program to improve nutrition; to continue the study of the present condition of nutrition, the value of local foods, and of the measures that should be adopted to increase the consumption of some of these foods.

This program is carried out principally through the Nutrition Institute of Central America and Panama which is sponsored and directed by the Bureau.

- b) To standardize serologic agents and techniques for syphilis, providing satisfactory serums, training laboratory technicians in an initial step to control venereal disease.

This program is developed by the Venereal Disease Laboratory and Training Center.

- c) To coordinate the Aedes aegypti eradication work within the zone for the purpose of averting the danger of yellow fever which flared up recently in this area.
- d) To continue typhus fever control in the Republic of Guatemala, initiated four ago.
- e) To continue Onchocerciasis investigation and its prevention by the control of Simulium vectors.
- f) To approve new drugs in the treatment of malaria.
- g) To improve teaching methods in public health, nursing and social welfare in the zone through specific programs.
- h) To give technical aid in sanitary engineering programs.
- i) To cooperate in the study of regional health problems.
- j) To comply with other requests of the governments regarding public health in general.

Needs:

Personal services

Listed in the summary sheet is the minimum number of personnel and other costs required to develop the program.

PART II
SECTION 3

Chapter 1: Field Office, Guatemala

SUMMARY

Personal Services	\$ 25,570.00
Personal Allowances	5,574.00
Travel	6,000.00
Space and Equipment Services	1,750.00
Other Services	1,250.00
Materials and Supplies	1,500.00
Fixed Charges and Claims	200.00
Grants	--
Acquisition of Capital Assets	3,000.00
	<u>\$ 44,644.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Office	E	1	1
Sanitary Engineer	P6I	1	1
Public Health Nurse	P5I	1	1
Administration and Finance Officer	A5	1	1
Secretary	E	1	1
Typist	E	-	1
		<u>5</u>	<u>6</u>

PART II
SECTION 3

Chapter 2:

Field Office, Lima

Purpose:

To coordinate and correlate programs carried out in the **area**.

Scope:

The responsibilities and duties of this office are:

1. To supervise and direct the field health programs in the **area** in accordance with the instructions of the division.
2. To cooperate more efficiently with the governments, and maintain direct working relations with the local health authorities.
3. To contribute to the study of local and regional health problems and their solution.
4. To provide advisory, educational, technical and professional services to the governments.

5. To stimulate and coordinate the health activities of the various countries in the area.
6. To gather pertinent health data in order to ascertain the health status of the regions for the compilation of Health Index of the Americas.

The specific program for 1951 includes:

- a) Technical assistance and supervision of the Typhus Fever Control Program being carried out in Peru with the financial aid of the United Nations International Children's Emergency Fund.
- b) Technical assistance and supervision of the Smallpox Eradication Program in Peru, Ecuador and Colombia.
- c) Program of the Anti-Plague Center in Lima.
- d) Continuation of the Aedes aegypti Eradication Program in the countries in the area.
- e) Continuation of the Program of Organization and Development of the Health Services of Peru in cooperation with the Ministry of Public Health.
- f) Program of the Nutrition Institute of Ecuador.
- g) Cooperation, technical assistance and supervision of the National Whooping Cough-Diphtheria Vaccination Program in Colombia.

- h) Cooperation in the study of the regional health problems.
- i) Compliance with other requests of the governments regarding public health in general.

Needs:

Personal Services

Personnel for the programs of the area have been allocated according to geographical needs.

Listed in the summary sheet is the minimum number of personnel and other costs required to develop the program.

PART II
SECTION 3

Chapter 2: Field Office, Lima

SUMMARY

Personal Services	\$ 18,150.00
Personal Allowances	5,461.00
Travel	6,000.00
Space & Equipment Services	2,500.00
Other Services	1,000.00
Materials and Supplies	2,000.00
Fixed Charges & Claims	400.00
Grants	-
Acquisition of Capital Assets	2,771.00
	<u>\$ 38,382.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Office	P9	1	1
Sanitary Engineer	P6	1	1
Junior Administrative Officer	E	-	1
Clerk Stenographer	E	<u>1</u>	<u>1</u>
		<u>3</u>	<u>4</u>

PART II
SECTION 3

Chapter 3:

Field Office, Rio de Janeiro

The area of operations of the Rio de Janeiro office is limited to Brazil because of the large population (approximately 50,000,000) and the problem of language. It was felt that Public Health Administration would be facilitated by one office in this area.

Purpose:

To coordinate and correlate programs carried out in the zone.

Scope:

The responsibilities and duties of this office are:

1. To supervise and direct the field health programs in the zone, in accordance with the instructions of the division.
2. To cooperate more efficiently with the governments, and maintain direct working relations with the local health authorities.
3. To contribute to the study of local and regional health problems and their solution.
4. To provide advisory, educational, technical and professional services to the governments in the area.

5. To stimulate and coordinate the health activities
6. To gather pertinent health data in order to ascertain the health status of the regions for the compilation of a health index of the Americas.

The specific program for 1951 includes:

- a) Supervision and direction of the field health programs carried out in the area, in accordance with the instructions of the division.
- b) Collaboration with the governments and decentralization of the activities of Bureau Headquarters in order to maintain direct working relations with local health authorities.
- c) Contribution to the study and solution of local and regional health problems.
- d) Providing advisory, educational, technical, and professional services to the governments in the zone.
- e) Promotion and coordination of the health activities
- f) Gathering pertinent health data in order to learn the true status of health in the area and facilitate the preparation of the health index of the Americas.

- g) Standardization of serologic agents and techniques for syphilis, providing satisfactory serums, training laboratory technicians, for an initial step to control venereal disease.

Needs:

Personal Services

Listed in the summary sheet is the minimum number of personnel and other costs required to develop the program.

PART II
SECTION 3

Chapter 3: Field Office, Rio de Janeiro

SUMMARY

Personal Services	\$ 13,527.00
Personal Allowances	--
Travel	3,750.00
Space & Equipment Services	800.00
Other Services	1,000.00
Materials and Supplies	800.00
Fixed Charges & Claims	100.00
Grants	--
Acquisition of Capital Assets	<u>1,000.00</u>
	<u>\$ 20,977.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Office	E	1	1
Administrative Assistant	E	1	1
Stenographer	E	<u>1</u>	<u>1</u>
		<u>3</u>	<u>3</u>

PART II
SECTION 3

Chapter 4: Field Office, El Paso

Purpose:

To coordinate and correlate programs carried out in the area.

Scope:

The responsibilities and duties of this office are:

- a) To maintain working relations with government, state and municipal authorities, referring all policy matters to the Director.
- b) To supervise and direct the activities of all personnel assigned to it.
- c) To act as liaison between headquarters and governments.
- d) To supervise and control all projects and field activities being carried on in the area by or under the auspices of the Organization. This includes all personnel assigned to special projects financed by funds supplied by governments or granted by philanthropic organizations.

- e) To keep headquarters regularly informed of the progress of all activities under its jurisdiction and of health program changes likely to affect the health program of the Organization.
- f) To render consultative, educational, technical, professional, and advisory services to border states and municipalities located along the border.

Needs:

Personal Services

It is contemplated that the International Boundary Commission (for Mexico-United States Waterways) may need medical and sanitary engineering advice and consultant services inasmuch as the construction of several dams is contemplated. This will involve the impounding of water with the attendant possibilities of mosquito breeding. The Mexican and United States representation on the Commission have felt that these services should be coordinated.

Listed in the summary sheet are the minimum number of personnel and other costs required to develop the program.

PART II
SECTION 3

Chapter 4: Field Office, El Paso

Personal Services	\$ 16,160.00
Personal Allowances	4,667.00
Travel	3,750.00
Space & Equipment Services	800.00
Other Services	1,000.00
Materials and Supplies	800.00
Fixed Charges & Claims	100.00
Grants	---
Acquisition of Capital Assets	<u>1,000.00</u>
	<u>\$ 28,277.00</u>

Chief of Office	P8II	1	1
Project Adviser	TSI	1	1
Stenographer	E	<u>1</u>	<u>1</u>
		<u>3</u>	<u>3</u>

PART II
SECTION 3

Chapter 5: Field Office, Trinidad ..

The area of operations includes the Guianas and non-self governing territories in the Caribbean area with headquarters in Trinidad.

Purpose:

To coordinate and correlate programs carried out in the district.

Scope:

The responsibilities and duties of this office are:

1. To supervise and direct the field health programs carried out in the area in accordance with the instructions of the division.
2. To collaborate more efficiently with the governments, decentralizing the activities of Central Headquarters and maintaining direct working relations with local health authorities.
3. To contribute to the study and solution of local and regional health problems.
4. To furnish advisory, educational, technical and professional services to the governments in the area as requested.

PART II
SECTION 3

Chapter 5: Field Office, Trinidad

SUMMARY

Personal Services	\$ 10,717.00
Personal Allowances	-
Travel	3,000.00
Space & Equipment Service	500.00
Other Services	500.00
Materials and Supplies	400.00
Fixed Charges & Claims	100.00
Grants	-
Acquisition of Capital Assets	500.00
	<u>\$ 15,717.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Office	P7I	1	1
Stenographer	E	<u>1</u>	<u>1</u> <u>2</u>

PART II

SECTION 4: PROGRAMS AGAINST SPECIFIC DISEASES

For description of programs see chapters of

Section 4:

- Chapter 1. Smallpox
- Chapter 2. Yellow Fever
- Chapter 3. Aedes aegypti Eradication
- Chapter 4. Plague
- Chapter 5. Typhus
- Chapter 6. Chagas' Disease
- Chapter 7. Other Public Health Programs
 - a) Brucellosis
 - b) Hydatidosis
 - c) Rabies
 - d) Onchocerciasis
 - e) Schistosomiasis
 - f) Contribution to WHO-UNICEF programs
- Chapter 8. Leprosy
- Chapter 9. Malaria (Supplementary to WHO)
- Chapter 10. Venereal Disease (Supplementary to WHO)
- Chapter 11. Tuberculosis (Supplementary to WHO)

PART II
SECTION 4

Chapter 1: SMALLPOX

Background:

The general situation with regard to smallpox in the Western Hemisphere has become worse in recent years. The official incidence reported in the American Republics, which amounted to some 7,400 cases in 1946, increased alarmingly to 18,000 cases in 1947 and to more than 25,000 in 1948. There are no exact statistics available for 1949. It is known, however, that the highest incidence was in Peru, Colombia, Venezuela, Mexico, Ecuador, Argentina and Brazil.

The disease has occurred recently in several of the most important cities of the Americas and in many international airports and seaports, constituting a menace not only to the countries where it prevails but also to the neighboring countries and the rest of the world. Quarantine regulations fail to provide sufficient protection to prevent the spread of the disease, and cases originating outside the country have recently caused outbreaks in Chile (1944); Uruguay (1946-47); New York City (March-April 1947); Trinidad (May-July 1948) and Cuba (March 1949).

Preventive measures for combating smallpox are well known and provide excellent results. The disease has a

definite incubation period and diagnosis is not difficult. Its mode of transmission is known and the epidemiological work involves no unsurmountable difficulties.

The most effective of the control measures is universal vaccination, when the appropriate technique and a vaccine of adequate potency is employed. However, despite the fact that more than 100 years have elapsed since Jenner's discovery, smallpox continues to be a permanent public health problem in several of the American countries, and frequently occurs elsewhere in endemic or epidemic form. Health authorities must give constant attention to smallpox although no cases may have occurred for considerable time in their respective territory or locality.

The prevention of the international spread of communicable diseases is one of the principal objectives of the Pan American Sanitary Bureau. With reference to smallpox, previous efforts have been limited to the collection and dissemination of epidemiological information and the promotion of various conferences between the countries interested in controlling the disease. The Bureau has also supplied vaccine from time to time to countries which have made special requests.

During 1950 an attempt has been made together with scientific institutions such as the National Institute of

Health and the Bacteriological Institutes of certain Latin American countries, to encourage research concerning techniques for the conservation of vaccines, especially dry vaccine.

Program:

It is absolutely necessary to maintain an intensive, continuous program of vaccination and re-vaccination against smallpox and to obtain a high immunity rate among the entire population of the Americas. In this respect it is the responsibility of the Bureau to encourage and coordinate the national vaccination programs of the American Republics as the most effective means of eliminating this important cause of death in the Western Hemisphere. In 1950 the Program was started in Mexico, Peru, Bolivia, Ecuador and Colombia. An endeavor will be made to extend the campaign to other countries in 1951.

The program will comprise the following essential points:

1. To collect and disseminate information regarding the disease.
2. To make recommendations for the enactment of compulsory legislation against smallpox and give international support to the countries concerned.

3. To accumulate adequate supplies of effective vaccine and the equipment of its preservation. For this purpose agreements will be drafted and concluded with laboratories or bacteriological institutes which are best fitted to supply vaccine to the neighboring countries. In exchange for this supply, the Bureau will help these laboratories to: (a) improve their production capacity of efficient vaccines; (b) develop methods for properly handling and preserving the vaccines; (c) promote the study of the quality of local vaccines, and (d) obtain equipment and technical assistance which will guarantee an adequate supply.
4. To train and organize technical vaccination teams in each country to execute the program.
5. To conduct a demonstration program of total vaccination in a selected area or areas of the Hemisphere, experimental study of the best conditions for transportation, preservation

and distribution of the vaccine and the most suitable administrative procedures. This program would be the basis for establishing appropriate methods and procedures to be followed in other regions where programs of eradication are to be carried out.

It is intended to develop a campaign in 1950 to eradicate the disease in Mexico, Bolivia, Colombia, Ecuador and Peru. This campaign would operate as a field project with headquarters at the Zone Office in Lima, Peru.

In 1951, this program against the disease will be supplemented by utilization of the international agreements already in effect in other countries such as Argentina, Bolivia, Brazil, Chile, Paraguay, Uruguay and Venezuela. The Bureau would act in a coordinating capacity. A physician will be put in charge of coordinating the continental activities, in accordance with the objectives of the Program.

A survey of results would be made by studies of cross sections of population groups in selected areas to determine immunity indices.

This is a long range program which should be continued until the disease is eradicated from the Americas.

Summary:

At the Third Meeting of the Directing Council at Lima, Peru, following discussions of Chapter IV of the proposed

budget, it was agreed to establish a program of priorities, granting first priority to the Smallpox Program. In accordance with this objective the work of the program has been intensified and the amount of \$112,839.00 has been suggested for 1951.

Personnel

1 Physician	\$ 8,400.00	
Other Professional Services	<u>13,900.00</u>	
	\$22,300.00	
Less deductions for lapses and delays	<u>1,115.00</u>	21,185.00
Travel and travel allowances		11,875.00
Other Services		48,279.00
Materials and Supplies		<u>31,500.00</u>
		<u>\$112,839.00</u>

PART II
SECTION 4

Chapter 2: YELLOW FEVER

Background:

Although urban yellow fever has disappeared from the Americas as a result of many years of consistent campaigns against the Aedes aegypti mosquito and human cases of jungle yellow fever have been reduced through large-scale vaccination in the forested areas, the infection continues to exist as a serious public health menace.

The virus is still widespread in forest animals, especially in monkeys of South America. The majority of the American Republics still show high density indices of the aegypti mosquito and such a high susceptibility of the population as to cause outbreaks in the cities whenever the virus is introduced into the cities by persons who have been infected in the jungles. The cases, recently reported, and confirmed, in Peru (April, June and August, 1949); Ecuador (July 1949); Panama (August 1949 and January 1950); the finding of three positive sera in children from 0 to 10 years of age in Argentina (December 1949) and the outbreak of about 70 cases resulting in 15 deaths in Bolivia (January 1950) are evident manifestations of the potential danger this disease represents. It is

most important that, in addition to the program for the eradication of Aedes aegypti, studies be continued on the epidemiology of jungle yellow fever and on methods to produce and apply yellow fever vaccines.

There are at present two centers for yellow fever studies, one in Brazil, the other in Colombia. They have been developed by the Governments of these two countries with the collaboration of The Rockefeller Foundation which has been active in the study and control of yellow fever in the Americas for almost thirty-four years. The laboratories in Rio de Janeiro and in Bogota have acted as centers for the examination of pathological material and for making serological tests on blood specimens of man and animals from neighboring countries. These laboratories have also furnished yellow fever vaccine, free of charge, when needed by the governments of other countries.

Because of the highly specialized nature of the techniques required for the study of yellow fever and for the production of vaccine, and in view of the relatively small amount of vaccine to be produced for each country, it seems most advantageous to all parties concerned to continue with only two centers of study in South America. On the other hand, it seems hardly fair to expect Brazil and Colombia to maintain permanently, at their own cost, laboratory services for the benefit of the community of American Republics.

The Rockefeller Foundation withdrew from the field of yellow fever studies as of December 1949. It is important that some organization undertake to fill the role which the Foundation occupied in the coordination of studies and control activities related to yellow fever. The Pan American Sanitary Bureau is the logical organization to assume this responsibility.

In the Americas, vaccine against yellow fever has been entirely dependent on the injection of the attenuated vaccine virus. French workers in Africa more than a decade ago began the use of scarification as a means of applying vaccine and combined yellow fever and smallpox vaccines. Conclusive studies have been made showing this method to be very efficient in the production of immunity. It is important that field trials be made to confirm recent studies in Africa which indicate that the same attenuated, non-neurotropic 17D virus, now used for vaccination by injection, can be used by the more simple method of scarification. It is to be hoped that yellow fever vaccine can continue to be distributed to governments free of charge.

Program:

The program of activities for this period will involve the following:

1. Preparation of epidemiological studies of jungle yellow fever.

2. Location of reservoirs and vectors in the different territories.
3. Provision of technical and material assistance in the improvement and production of the vaccine.

Summary:

The allocation of the \$60,000 will be developed by the technical consultants in agreement with requesting governments

PART II
SECTION 4

Chapter 3: ERADICATION OF AÉDES AEGYPTI

Background:

Yellow fever was an urban and maritime scourge in the Americas during the Eighteenth and Nineteenth Centuries. The demonstration by Reed and his fellow workers in 1900 that the Finlay theory of transmission by Aedes aegypti was correct, together with the organization of anti-mosquito campaigns in Cuba, Panama, Ecuador, Mexico, Brazil, the United States and other countries, brought about a rapid decline of the disease.

The reappearance of yellow fever in Rio de Janeiro in 1928, after an absence of 20 years, brought about the intensification of research and control measures which resulted in demonstrating that the jungle type was transmitted by jungle mosquitoes. This discovery emphasized the necessity of protecting the people from the Aedes aegypti as there are no efficient means for eradicating the dangers of jungle yellow fever. Persons going to the jungle, where the transmitting mosquitoes and other infected animals exist, on return carry the disease to the communities and, through the close contact of man and the Aedes aegypti make outbreaks of the disease possible in susceptible populations.

The forests of Panama and all the South American countries except Chile and Uruguay are subject to infection, and

the threat is constant and increased due to the existence of the infection in Africa, where the Aedes aegypti also has extra-domestic habits.

All cities of the Americas are now within direct striking distance of the disease due to the ever increasing means of fast transportation.

Aedes aegypti and domestic and jungle transmitting animals exist in Asia and this, added to the susceptibility of the human and animal populations make the danger even greater than in other continents, due to the fact that not one single case of yellow fever has appeared there.

If this latent danger becomes active, and this powder keg should explode, there will be an even greater threat to the cities of the Americas. North America, Central America and the Caribbean area, with their dense population, are especially vulnerable.

At the 11th Pan American Sanitary Conference, held in Rio de Janeiro in September 1942, the following resolution was approved:

"After considering the results obtained in Brazil, Peru and Bolivia in regard to the eradication of Aedes aegypti, the Eleventh Pan American Sanitary Conference resolves to extend its congratulations for this sanitary achievement which is a guarantee against the spread of yellow fever, and at the same time, the Conference requests the Governments of the countries where this vector is found, to organize eradication projects based on the plans adopted in Brazil."

At the meeting of the Directing Council of the Pan American Sanitary Organization in Buenos Aires in September 1947, the following action was taken on the initiative of Brazil:

"The Directing Council resolves: (1) to entrust to the Pan American Sanitary Bureau the solution of the continental problem of urban yellow fever, based fundamentally on the eradication of Aedes aegypti, without prejudice to other measures which regional circumstances may indicate; and (2) to develop the program under the auspices of the Pan American Sanitary Bureau, which in agreement with the interested countries, shall take the necessary measures to solve such problems as may emerge in the campaign against yellow fever, whether they be sanitary, economic or legal."

The action of the Directing Council in approving this program was justified, in the opinion of many health workers, because of the outbreak of yellow fever which occurred in the Republic of Panama in November and December 1948. For more than forty years there had been no cases of yellow fever in Panama, and the possibility of its recurrence had come to be forgotten.

The first case to be observed was admitted to Santo Tomas Hospital in Panama City on November 11, 1948, but was not diagnosed. When the fifth fatality occurred on December 30 the presence of yellow fever was suspected. The diagnosis was performed on January 14, 1949, two months after the occurrence of the initial case and two weeks after the last one. This fact is especially significant in that it indicates once more that

yellow fever can break out in a community and have sufficient time to spread before its presence is discovered.

The epidemic outbreak of jungle yellow fever in Bolivia with more than 70 cases, 15 of which were fatal, and the recent finding of three positive sera in children from 0 to 10 years of age, in Argentina, on the frontier with Asuncion, Paraguay, emphasizes even more clearly the importance of the Aedes aegypti eradication program.

The threat to any nation's health may originate, in these days of rapid transportation, at points as far away as the point of origin of passengers, animal or human, traveling by air. The fight against disease, today more than ever, is truly of international concern and requires constant vigilance and common efforts on the part of all countries.

The present over-all situation of the Aedes aegypti eradication program is encouraging. Responses of the individual countries to the proposals of the Bureau have been gratifying. Many areas have been completely freed of the mosquito and in many of the others control work is progressing satisfactorily.

Brazil and Bolivia before the advent of DDT and, later, British Guiana and Panama have demonstrated the feasibility of the complete eradication of the Aedes aegypti. Possibly the transmitter may be eradicated this year in Ecuador, Paraguay and French Guiana, and the following year in Central America. Work is advancing in Venezuela, Peru and Uruguay, and

has already been started in Mexico, Argentina, Chile, Jamaica and Surinam. It is expected that in 1950 work will have been started in the majority of countries and that in 1951 it will be undertaken in the rest of the Americas.

The countries which are engaged in the eradication of the Aedes aegypti insist that the neighboring countries join the campaign in order to avoid the danger of reinfestation.

The complete implementation of this program depends on the coordinated action of all countries and territories of the Western Hemisphere. Its success already is an argument in favor of the policy of establishing other health programs of eradication.

The distribution of a manual entitled "Anti-Aegypti Work," written in Spanish by an expert of the Pan American Sanitary Bureau in collaboration with Mexican health specialists, and based on similar ones of Brazil, Venezuela and Panama, in accordance with the simplified DDT procedure, will greatly contribute to the expansion, standardization and success of the program.

Program:

The final objective is to eradicate Aedes aegypti, urban vector of yellow fever, by coordinating the efforts of the countries in the Western Hemisphere.

It will also serve to demonstrate the advantages of cooperative programs, and will serve as encouragement for

governments to interest themselves in carrying out certain problems that can be solved definitively.

The program includes the following points:

- a) Coordination of the Aedes aegypti eradication programs carried out by the various countries.
- b) Technical and material assistance to the interested countries.
- c) Assignment of personnel to train local workers in all phases of the program.
- d) Exchange of technical and epidemiological information.
- e) Facilitate the entry of experts into countries for the observation and training of personnel.

Summary:

It is proposed that the amount of \$141,806.00 be allocated for the work of this program. This is a smaller amount than that assigned for the 1950 program.

The collaboration of the Pan American Sanitary Bureau is almost entirely of a technical nature. The greater items appear under salaries and travel expenses. The governments benefited by the amounts allocated by agreements, may dispose of almost the entire contribution of the Pan American Sanitary Bureau for the purchase of materials.

Personnel

Physicians:

Additional salaries (basic salaries paid by Government of Brazil)

1 Physicien in Washington	\$ 3,520.00
1 Physician in Mexico City	4,222.00
1 Physician in Belem, Brazil	3,420.00
1 Physician in Lima, Peru	3,200.00
1 Physician in Rio de Janeiro, Brazil	3,520.00

Salaries

1 Physician in Asuncion, Paraguay	6,700.00
1 Physician in Kingston, Jamaica	6,700.00

7 \$31,282.00

Travel expenses

7 Physicians at \$200.00 each (\$2,400.00 per year per physician)	16,800.00
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Inspectors:

Additional salaries (basic salaries paid by Government of Brazil)

1 Chief Inspector General in Costa Rica	\$ 1,140.00
1 Chief Inspector General in Mexico	1,140.00
2 Chief Inspectors in Paraguay at \$1,032.00 each	2,064.00
1 Inspector in Paraguay	948.00
2 Chief Inspectors in Mexico at \$1,032.00 each	2,064.00

1 Chief Inspector in Honduras	\$ 1,032.00	
4 Inspectors in Central America at \$948.00		3,792.00
4 Inspectors in Mexico at \$948.00 each		3,792.00
1 Chief Inspector in Puerto Rico	<u>1,032.00</u>	
<u>17</u>		<u>\$17,004.00</u>

Travel expenses:

17 Inspectors at \$100.00 per month each		20,400.00
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Secretaries

Additional salaries (basic salaries
paid by Government of Brazil)

1 Secretary in Belem, Brazil	600.00	
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1 Secretary in Rio de Janeiro, Brazil	600.00	
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Salaries

1 Secretary in Washington	<u>2,890.00</u>	
		<u>4,090.00</u>

<u>Space and Equipment Services</u>	2,400.00	
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<u>Other Services</u>	1,700.00	
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<u>Materials and Supplies</u>	<u>2,800.00</u>	
		<u>6,900.00</u>

Agreements

Mexico	18,000.00	
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Colombia	30,000.00	
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Haiti	<u>4,000.00</u>	
		<u>52,000.00</u>

TOTAL		<u>\$148,476.00</u>
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Less deductions voted by Executive Com- mittee on Personal services, travel, other services, supplies and materials..		<u>6,670.00</u>
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TOTAL		<u><u>\$141,806.00</u></u>
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The amount of \$52,000.00 allocated under agreements, is intended to fulfill economic commitments undertaken by the Pan American Sanitary Bureau when drawing up an agreement with the Government of any country for the purpose of intensifying the campaign of eradication of Aedes aegypti. It will be used preferably to meet the requirements of governments for travel allowances, travel expenses, assignments, purchase of working equipment and other expenses which the countries are not in a position to meet.

PART II
SECTION 4

Chapter 4: PLAGUE

Background:

Plague is one of the principal quarantinable diseases. Known throughout history as the "black death," this disease has been the cause of great epidemics and pandemics and has constituted one of the greatest calamities in the history of mankind. Since its introduction at the end of the Nineteenth Century into the Western Hemisphere, plague has been responsible for a great number of deaths, and has paralyzed numerous ports with resulting disruption of international trade.

When the control activities of this disease were initiated in 1920, the majority of the ports in America were infected. Through the cooperative efforts of interested countries under the auspices of the Pan American Sanitary Bureau the disease has been brought under control in many of these ports. Pertinent work in some cities and rural zones of the Continent has been notably advanced. Although eliminated in the coastal regions, the disease spread to the rodents in the interior and became endemic in the rural and forest areas.

Even though plague is at the present time controlled in many of the areas where it was formerly prevalent, the disease is still present in several countries in America. The possibility of its international spread is a constant threat to

other countries. Statistics reveal a total of 4,300 human cases, with 1,560 deaths, in the last decade. In judging this relatively low figure one should not underestimate the enormous potential danger which the presence of the disease in rural and wild rodents represents.

The Pan American Sanitary Bureau has been cooperating for many years with South American countries in the anti-plague campaigns. It has also assisted in the control of epidemic outbreak and in eliminating the disease in some cities. Some of its officers and epidemiologists have dedicated their best efforts to the study of the epidemiology and control of the disease in the Americas.

The study of recent surveys and the reports of the experts in this field indicate that the new methods of rat and insect destruction permit effective elimination of plague in towns and villages, without radical changes in environmental sanitation. This justifies an attack on the infection in limited endemic foci where domestic rodents constitute its reservoir, by means of the combined use of rodenticides and insecticides of residual action.

Program:

The long-term objective with respect to this disease should be, if not true eradication of the infection, which would require the elimination of rodents in vast wild areas, at

least its elimination from human communities close to these areas. Special interest should be taken in seeing that river ports and seaports are kept plague-free and plague-proof as a means of preventing the international spread of the disease.

The program will continue the work started in 1950, in cooperation with the interested countries on the following points:

- a) Collection and distribution of information relative to recent advances in epidemiological studies and control methods of the disease.
- b) Advisory services and recommendations for future action to the interested countries.
- c) Facilities for the training of technical personnel, especially sanitary inspectors, at the Anti-Plague Center maintained by the Peruvian Government and the Pan American Sanitary Bureau in that country.
- d) Demonstration teams.

Summary:

It is proposed that the sum of \$36,000.00 be allocated to this program, which is broken down as follows:

1 Physician.....	\$ 7,400.00
Travel and per diem	4,000.00
Anti-Plague Center in Peru	10,000.00
Materials and Supplies	14,600.00
	<u>\$36,000.00</u>
Less deductions voted by Executive Committee	2,230.00
	<u>2,230.00</u>
TOTAL.....	<u>\$33,770.00</u>

PART II
SECTION 4

Chapter 5: TYPHUS (Rickettsial)

Background:

The endemics and epidemics of typhus fever have taken an enormous number of lives in the Western Hemisphere. During the decade 1939-49 there were 110,000 cases and 29,000 deaths. This immense toll of human life is still greater if one considers that not all cases and deaths are reported officially.

The disease is endemic in most of the countries in the hemisphere and in all of them it constitutes a serious problem of collective health. In the localities where the vector prevails and the economic conditions are adverse, there are constant epidemic outbreaks which involve a large part of the population and immediately threaten other regions or countries.

Since ancient times typhus fever has been considered to be internationally important. Its ravages have attained enormous proportions. The historical analysis of this disease and the environmental factors which surround it indicate that these epidemics could occur again, with all their disastrous consequences, if modern methods are not used to prevent such an occurrence.

With regard to typhus fever, the work of the Bureau has consisted mainly of: 1) Pan American Sanitary Conferences, which have stimulated the interest of member countries in the control of the disease; 2) collection and dissemination of epidemiological information; 3) study of the comparative value of the Cox and Castaneda vaccines, which was carried out in Colombia; 4) a control program comprising vaccination of the general public and the use of DDT which was carried out in cooperation with the Government of Guatemala and yielded splendid results in that country.

Although the health authorities cannot control the social and economic factors which are involved in epidemics, the use of powerful insecticides having a residual action capable of destroying the vectors and, consequently, of breaking the chain of infection, offer a practical method of control. Such action is justified because it results in the gradual elimination of the disease, and is a process which can be started in endemic foci and then gradually extended.

Program:

A coordinated program primarily directed toward the control of typhus fever in the hemisphere is proposed. This program should be based on the proper utilization of modern insecticides and should be carried out in cooperation with all the countries, directly under Bureau auspices.

The program would include the following points:

- a) Epidemiological studies and investigations relative to this disease.
- b) Evaluation of control methods and techniques to be used in combating epidemics.
- c) Specialized technical assistance to interested countries in the use of insecticides.
- d) Fellowships to local personnel for technical training.
- e) Supply of the necessary insecticides and of adequate equipment and machinery to those countries which, for technical or financial reasons, cannot obtain them in sufficient quantities.
- f) Study and evaluation of new therapeutic discoveries, in the treatment of typhus (chloromycetin, aureomycin, etc.)
- g) Experimental desinsectization program in selected endemic areas.

Summary:

It is proposed that the sum of \$37,095.00 be allocated to this program as follows:

1 physician	\$ 6,700.00
Travel	3,300.00
Materials and supplies . . .	30,000.00
Other services (Experimental disinsectization program)	<u>8,000.00</u>
	\$48,000.00
Less deductions voted by Executive Committee . . .	<u>10,905.00</u>
TOTAL . . .	<u><u>\$37,095.00</u></u>

PART II
SECTION 4

Chapter 6: CHAGAS' DISEASE

Background:

From studies made of the clinical and epidemiological characteristics of trypanosomiasis in the Americas, it is evident that this disease constitutes a serious medico-social problem. Its preference for vital tissues, its tendency to become chronic, and the limited productive capacity of the patients, which seriously lowers production in the affected areas, justify this statement.

The disease has been found in Argentina, Bolivia, Brazil, Colombia, Costa Rica, Chile, Ecuador, El Salvador, United States, Guatemala, Honduras, Mexico, Paraguay, Peru, Uruguay and Venezuela.

Its prevalence, however, and its geographical distribution are not completely established. Chagas' disease is essentially rural, is not a reportable disease, and has a high tendency toward chronicity. Its diagnosis is nearly always difficult if attempted without proper technique. The general statistics of case-deaths are revealed only by the greater or lesser intensity of investigations.

The XII Pan American Sanitary Conference, held in Caracas, January 1947, adopted the following resolutions with regard to this problem:

- "1. That epidemiological surveys of chagas' disease be made in the countries of the Western Hemisphere for the purpose of establishing what local conditions tend to perpetuate its endemicity.
2. That studies be carried out on the biology of Schizotrypanum cruzi, on the Triatomas and on improvement of diagnostic methods.
3. That studies be made to design a new type of rural dwelling that will fulfill minimum health standards, taking into consideration the habits and economic condition of the rural population.
4. That a systematic study be made of insecticides in the campaign against the Triatomas."

The First Pan American Round-Table Meeting on Chagas' Disease was held in the cities of Tucuman, Salta and Jujuy, in July 1949. Representatives came from: Argentina, Bolivia, Brazil, Chile, Mexico, Puerto Rico, Uruguay, Venezuela and the Pan American Sanitary Bureau. The 1951 program contains all its proposals.

Program:

The program relating to this disease consists of encouraging the work which is being carried out by responsible technical agencies of the various countries. The Pan American Sanitary Bureau coordinates and furnishes technical and material aid. For this purpose a physician specializing in Chagas' disease has been engaged and is presently developing the program of work, which includes the following points:

- a) Study of the geographical distribution and incidence of the disease;
- b) Studies of the biology of the parasite, of the vector insect and diagnostic methods;
- c) Studies of the economic aspect of rural housing impervious to vector insects;
- d) Study of active insecticides against Triatomas;
- e) Publication of a bibliography on Chagas' disease;
- f) Supply of the necessary insecticides and equipment and machinery to countries which, due to technical or financial reasons, cannot obtain them in sufficient quantity;
- g) Promotion in the formation of national committees of specialized technicians in Chagas' disease and the establishment of a "Permanent Pan American Committee";
- h) Training of personnel.

Summary:

It is proposed that the sum \$51,200.00 be assigned for the carrying out of this program, as follows:

1 Expert Consultant	\$7,200.00
Travel	5,000.00
Training of personnel	8,000.00
Materials and supplies	<u>31,000.00</u>
	\$51,200.00
Deductions voted by Executive Committee	<u>13,960.00</u>
TOTAL.....	\$37,240.00

PART II
Section 4

Chapter 7: a) Brucellosis Control Program

Antecedents:

The XII Pan American Sanitary Conference (Caracas, 1947) set forth specific recommendations for PASB action concerning brucellosis and its control. The second Inter-American Brucellosis Congress (Argentina, 1948) elaborated upon these recommendations and produced resolutions that the Pan American Sanitary Bureau implement the proposals. The Third Inter-American Brucellosis Congress, which is co-sponsored by PASB and will meet in Washington in November 1950, is expected to enlarge still further upon plans for attacking the brucellosis problem. The purpose of the PASB Brucellosis Program is to carry out the international aspects and to render technical assistance in the national phases of the problem.

Program:

The program will be pointed largely to collaborate in the control of the disease in its animal reservoir. At the same time the disease will receive due attention as a human industrial hazard. During 1951, the Pan American Sanitary Bureau will intensify its endeavors to improve the interchange of technical information between national brucellosis commissions formed in accordance with the recommendations of the XII Pan American Sanitary Conference. The Bureau will also continue in efforts to obtain uniform methods of diagnosis throughout the American Republics. A permanent Pan American Brucellosis Commission will

be formed for the purpose of advising the PASB in its anti-brucellosis activities. Sectional interest will be stimulated by the calling together of the various professional groups involved in controlling this disease in order that all may work in harmony. The program will also include the promotion and coordination of investigations concerning the eradication of brucellosis; the publication of information relating to the prevention of transmission of animal brucellosis to man; and keeping sanitary authorities, the medical and veterinary professions informed of results obtained in the control of brucellosis.

Finally, it is proposed that the PASB initiate studies on the adaptation, in Latin America, of the new diagnostic test (Ring Test) recently developed for the detection of brucellosis in animal herds rather than by the costly method of blood-testing individual animals. The value of the Ring Test is that it is possible to detect specific brucella infections in the milk of brucella infected animals. It is estimated that the cost of this test is approximately one tenth of that of regular blood agglutination tests now being employed. Another great advantage of this test is that its application requires only personnel trained in its use, rather than highly trained technicians. It is felt that a period of four weeks would be sufficient for the consultants to visit the areas involved and train personnel in the use of the Ring Test. The cost of sending these consultants would be justified by the millions of dollars saved for the dairy industry.

It is proposed that the sume of \$25,150.00 be allocated to this program as follows:

Summary:

Personnel

Temporary consultants

4 specialists to advise various laboratories or institutions on the techniques of diagnosis, strain identification, and production of animal vaccine, as well as on the use of the Ring Test
60 days at \$20.00 each

\$4800.00

Travel and per diem

Travel of 4 consultants, estimated at an average of \$800 each

3200.00

Travel five members of Permanent Brucellosis Commission for one meeting

3000.00

Grants

Grant to laboratories or institutions to stimulate studies on the adaptability of the Ring Test and the control of animal brucellosis

7500.00

Printing and binding

Preparation of scientific and lay publications

2250.00

Material and Supplies

Purchase of antigens, brucella cultures and other materials for distribution to laboratories and institutions for studies and production of vaccine and antigen

2000.00

Less Miscellaneous deductions and lapses
and delays

\$ 25150.00

3,750.00

\$ 21400.00

PART II
SECTION 4

Chapter 7: OTHER PUBLIC HEALTH PROGRAMS

b) Hydatidosis Control Program

Background:

The hydatidosis program is designed to coordinate control activities of the disease throughout the Rio de la Plata region, where the disease is both endemic and enzootic. Pan American Sanitary Bureau activities will include: special studies of the international aspects of the problem, promotion and coordination of national programs, and the provision of technical guidance as needed in these programs.

Program:

The Pan American Sanitary Bureau Hydatidosis program for the Rio de la Plata region got underway in 1950. Two experimental studies which are of primary importance in the mass elimination of the adult parasite from dogs, will be completed early in 1951. These projects have been designed to evaluate recently-developed taeniocides and to study the killing power of various disinfectants upon ova of Echinococcus granulosus. Two other projects, which were begun in 1950, will be continued in 1951. These are the development of material for use in rural public education regarding hydatidosis and a study of the wildlife reservoir of the disease.

All of these projects are of fundamental importance to the elaboration of effective control and eradication measures. In addition to completion of these specific projects, other activities for 1951 include sponsorship of field demonstrations of control techniques in areas where there have been no previous activities in this regard. For example, field crews and equipment used in the Argentine campaign would be used for demonstrations in Paraguay or Chile. Finally, special epizootiological and epidemiological studies on the geographic extension of the disease will be undertaken.

Summary:

Personnel

Consultants

Total of 45 days at \$20.00	\$900.00
Specialized personnel (To be borrowed at no salary cost to PASB)	

Travel

Travel of consultant, estimated	\$ 500.00	
Per diem for consultants (whether on hire or on loan to PASB)		
90 days at \$10.00	900.00	
Travel of specialized personnel for field demonstrations 3 persons, 45 days each at \$8.	1,080.00	
Travel of Chief of Zoonosis Control Office in hydatidosis activities	750.00	
Per diem, 60 days at \$10.00	<u>600.00</u>	3,830.00

Grants

Grant to institution cooperating
in study of the epidemiolo-
gical and epizootiological
extension of the disease into
new territory 2,500.00

Materials and Supplies

Completion of 16mm colored film
for use in rural public educa-
tion, with production of suffi-
cient copies for loan to govern-
mental agencies 4,270.00
Construction of model displays
for public education 500.00

Equipment

Specialized equipment required
for completion of projects to
determine importance of wild-
life reservoir 250.00

Miscellaneous

Expenses connected with move-
ment from one country to
another for field demonstra-
tion of proven control
measures 1,000.00 6,020.00

\$13,250.00

Less Miscellaneous deductions, and
lapses and delays 1,030.00
12,220.00

PART II
SECTION 4

Chapter 7: OTHER PUBLIC HEALTH PROGRAMS

c) Rabies Control Program

Background:

Rabies is a 100% controllable disease. The methods for accomplishing this control are well defined, and need only to be practiced. These methods, which include stray-dog control, canine vaccination, wild-life control and public education, are producing excellent results in those areas in the world in which they are being applied. It is believed that they are capable of much wider application in the Americas, and that concerted international efforts in this regard is not only feasible but worthwhile. Attainment of such wide application is the present objective of the rabies program. It should also be mentioned that, until area-wide control programs are successful, diagnosis facilities and human vaccine production must be provided. The rabies program is designed to provide technical leadership in this regard.

Program:

The joint Mexico-United States Anti-Rabies campaign had its beginning in 1949, and has been well developed during 1950. During this period the tempo of the anti-rabies programs in the southwestern United States and in northern

Mexico has been greatly increased. Modern facilities for laboratory diagnosis have been provided in areas where none existed; canine vaccination programs have been completed in selected localities; wild-life control services have been established and are operating where none had previously existed. These activities cannot yet be judged statistically, but there can be little doubt of their ultimate effectiveness.

The international aspects of rabies control has also been emphasized in other parts of the Americas. Pan American Sanitary Agreements, between Argentina, Brazil, Paraguay, and Uruguay (March 13, 1948) and between Chile and Argentina (November 13, 1948), both make specific provisions for cooperative measures against this disease. These agreements provide a firm basis for definitive action. It is proposed that such action be arranged through the PASB Southern South American Zone Office.

It should be pointed out that the benefits of this anti-rabies program will not be confined to the two areas mentioned specifically. Principles of action established in those regions will serve as a basis for similar efforts elsewhere, and material prepared for public indoctrination will be equally applicable throughout the Americas. Furthermore, pilot studies on methods of eradicating paralytic rabies (spread by vampire bats) will provide information of great usefulness in many of

the Latin American republics. These studies will seek to determine the practicability of vampire bat eradication following the techniques successfully utilized in Trinidad.

The joint Mexico-United States Anti-Rabies Campaign will require continued coordination during 1951. Projects for stray-dog control and canine vaccination along the frontier cannot be successfully accomplished without this coordination. At the same time, it is of the utmost importance that the exchange of information, techniques, and personnel between the two Republics continue to be provided by the Pan American Sanitary Bureau. These activities will be possible only by maintaining our present field coordination in the area. Provision is also necessary for services of expert consultants in the vaccine production and wild-life control phases of the program. Expenditures in the Rio de la Plata region will consist largely of travel expenses involved in consultations and meetings which promote national agreements and consistency of efforts. Preparation of material for public information is important because there is probably no disease about which the general public is more misinformed. The experimental studies and demonstration of vampire bat control measures, under conditions obtaining in the Pacific littoral of Mexico and in the State of Mato Grosso, Brazil, will utilize personnel from Trinidad where considerable experience has been gained. Equipment and supplies will consist

of nets, lethal gas, and weapons as used in the Trinidad work; in addition, the specially adapted flame-thrower will receive experimental trial.

Summary:

Personnel

Public Health Veterinarian, salary and allowances	6750.00	
Consultants (to U.S. Mexican Border Program), 75 days at \$20.00 each	1500.00	
Specialized personnel, temporary (2 Trinidad anti-bad fieldmen, to lead demonstrations and pilot studies on vampire-bat eradication in Mexico and Brazil) 2 at \$7.50 for 120 days	<u>1800.00</u>	<u>10,050.00</u>

Travel and per diem

Chief of Mexico-United States Border Program

4 trips El Paso-Mexico City and return	434.88	
1 trip El Paso to Washington, D.C. and return	206.91	
6 trips within southwestern United States and northern Mexico at \$100 each	600.00	
Per diem, 250 days at \$10.00	2500.00	3,741.79

Consultants

2 trips of Mexican wildlife control officials to United States for consultation and observation of techniques	500.00	
Travel expense allowance \$8.00 per diem each, for 21 days	336.00	
United States vaccine production expert to Mexico City and return 30 days, at \$10.00	243.20	300.00

2 United States wildlife control experts to Mexico and return \$90.00 each	180.00	
Per diem \$10.00 each for 21 days	<u>420.00</u>	1,979.20
<u>Specialized Personnel (2 anti-bat crew chiefs)</u>		
Travel Trinidad-Mexico and return	428.04	
Travel within Mexico	100.00	
Travel Trinidad-Brazil and return	711.87	
Travel within Brazil	100.00	
Travel allowance, \$8.00 per diem for 2 men, 90 days each	<u>1440.00</u>	2,779.91

Printing and Binding

Preparation of public education material for lay and professional groups, to include all of the modern techniques in films, displays and folders for distribution	2797.00	
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Supplies and Equipment

Gas, nets and other items for anti-bat demonstrations	800.00	
Nitrogen for flame-thrower equipment, plus snipping cost	<u>125.00</u>	3,722.00

Other services

Special adaptation and development of flame-thrower to be used experimentally in vampire bat eradication	1250.00	
Miscellaneous	<u>1250.00</u>	<u>2,500.00</u>
		24,772.90
Less Miscellaneous deductions, and lapses and delays		<u>1,009.90</u>
		\$23,763.00

PART II
SECTION 4

Chapter 7: OTHER PUBLIC HEALTH PROGRAMS

d) Onchocerciasis Control Program

Background:

Onchocerciasis is a parasitic disease occurring in endemic and epidemic form in Southwestern Mexico, Guatemala and Venezuela, and has an incidence rate as high as 100% among the native population in some localities.

Although the disease has long been known, control measures have been handicapped thus far by its epidemiological characteristics, and especially by geographic and climatic factors, as well as by social, cultural and economic conditions in the areas where it exists.

There are still many gaps in the knowledge of the epidemiology of onchocerciasis which detract from the effectiveness of measures instituted for its eradication. The disease has two aspects, preventive and therapeutic, which necessitate the breaking of the life cycle of the vector and the elimination of the source of infection. In relation to the latter objective, no reservoir is known, at least at the present time, other than infected human beings. The striking results obtained with the introduction of new therapeutic agents which are highly specific in the embryonic phase of the Onchocerca volvulus, together with the use of modern insecticides, have

opened up new horizons and made it possible to envisage its eventual control. This control will depend on the benefits derived from the new developments in therapy and on a knowledge of the biology and characteristics of the vectors, as yet not completely determined.

The problems related to this disease have been given special attention by the Pan American Sanitary Bureau. The geographic distribution of the disease near the Pan American Highway makes its control imperative, not only for the protection of travellers, but particularly to prevent further spread.

There is also an absolute need for coordination of the public health measures adopted by the affected countries. In this connection a meeting of experts from Guatemala, Mexico and Venezuela was called in 1949 under the auspices of the Pan American Sanitary Bureau for the purpose of studying the various subjects related to the disease. For the past three years the Bureau, with the cooperation of the United States Public Health Service and the Ministry of Public Health and Social Welfare of the Republic of Guatemala, has been directing therapeutic and entomological investigations on the disease in that country.

The first volume of the Bibliography on Onchocerciasis was prepared for distribution.

Program:

The Bureau will coordinate and implement the epi-

demiological, treatment and control work which is being done by the interested countries in relation to this disease. Studies will be made of:

- (a) Geographic distribution and incidence of the disease.
- (b) Geographic distribution, systematization and biology of the vector.
- (c) Evaluation of the newer methods of treatment.
- (d) Control methods.
- (e) Promotion of meetings of experts and publication of special reports.
- (f) The findings will be published and made available for distribution.

Summary:

It is proposed that the sum of \$21,000.00 be allocated to this program as follows:

Expert consultants (temporary 6 months)	\$3,000.00
Travel	3,500.00
Materials, publications and supplies	<u>14,500.00</u>
	\$21,000.00
Less deductions voted by the Executive Committee	1,950.00
TOTAL.....	<u><u>\$19,050.00</u></u>

PART II
SECTION 4

Chapter 7: OTHER PUBLIC HEALTH PROGRAMS

e) Schistosomiasis Control Program

Background:

Available epidemiological reports indicate that schistosomiasis (Schistosoma mansoni) has been found to exist in: Brazil, Venezuela, Surinam, Puerto Rico, the Dominican Republic, San Cristobal, Santa Lucia, Martinique, Guadeloupe, Antigua, Saint Martin, and other islands in the West Indies.

In Brazil the infection seems to occur in almost every locality investigated, and has already been identified in 17 of the 20 states, in the Federal District, and in the Territory of Acre. The incidence of the disease in that country is estimated at about 3,000,000 cases. Most of the cities and towns on the Island of Puerto Rico are in the same condition, and in Venezuela, where the disease has been known since 1906, the endemic area is widespread and includes the city of Caracas.

In some localities the disease is present in as much as 90% of the rural population, and produces so great a reduction of the patient's strength and working capacity that agricultural production is seriously impaired. Schistosomiasis is therefore a social, economic and financial problem.

With the gradual yielding of malaria to DDT and the considerable experience available on the control of hookworm

disease, schistosomiasis stands out as one of the great unsolved problems in tropical pathology.

Program:

The eradication of the disease should be the objective, but the attainment of this goal is dependent on the solution of technical problems as yet unsolved. Immediate objectives are to cooperate with the interested countries with reference to:

- a) Demarcation of the affected areas.
- b) Incidence surveys.
- c) Study of the zoological factors related to the epidemiology of the disease.
- d) Study and evaluation of methods and procedures for diagnosis of the disease.
- e) Therapeutic studies.
- f) Research on the control of the intermediate host.
- g) Prevention of the disease.

Summary:

It is proposed that the sum of \$27,500.00 be allocated for this program. This sum will be used for the payment of fees, travel and travel allowances for an epidemiologist and a malacologist specializing in this disease. It will also be used to cover limited contributions to local programs of epidemiological studies and treatment of the disease.

PART II
SECTION 4

Chapter 7: OTHER PUBLIC HEALTH PROGRAMS

f) Contribution to WHO-UNICEF Programs

The sums proposed as contribution from the Bureau to each of these programs, will be allotted to finance the additional expenses which cannot be undertaken by World Health Organization. These expenses involve: per diem, the heavier travel expenses, and other expenses for technical assistance to these programs which cannot be included in the regular budget of Zone Offices. Inasmuch as the funds represented will be used largely for the supervision of the technical programs which will exceed an expenditure of over \$2,000,000 the request is amply justified.

Whooping Cough-Diphtheria (Colombia, Chile)	\$20,000.00
Yaws (Haiti, Dominican Republic)	37,000.00
Typhus Control (Peru, Bolivia)	6,000.00
Insect Control (Central America)	6,000.00
	<u>\$69,000.00</u>
Less deductions voted by the Executive Committee.....	9,000.00
TOTAL.....	<u><u>\$60,000.00</u></u>

PART II
SECTION 4

Chapter 8: LEPROSY

Background:

Among the endemic diseases of the Continent, leprosy deserves special attention because of the social and economic damage which it causes in the regions where it exists.

At the 3rd Meeting of the Directing Council in Lima, the Pan American Sanitary Bureau was authorized to include in its budget the necessary funds to undertake the study and analysis of endemic leprosy in Bolivia, Ecuador, Peru, and Colombia, and to cooperate with the countries in drawing up a campaign plan designed to coordinate the anti-leprosy work.

In accordance with these proposals, the Pan American Sanitary Bureau engaged the services of a specialist to undertake a survey for the purpose of determining the prevalence of the disease, its characteristics, and the methods of control and means available in each country for planning and directing the coordination of all anti-leprosy work currently in progress throughout the Continent.

It is also planned to organize a Regional Anti-Leprosy Center, which could be established in Lima, Peru, and which would undertake the investigation and study of the disease

in the neighboring countries and act as a center of operations in the work of giving technical assistance to other countries requiring its cooperation.

Program:

The program includes cooperation with the countries interested in the problem. The development of the program includes the following points:

- a) To promote the coordination of anti-leprosy activities in the interested countries.
- b) To distribute information on the progress made in improving knowledge of the epidemiology of the disease and methods of control.
- c) To encourage the establishment of a Regional Anti-Leprosy Center for studies and investigations, technical training of personnel, and advisory services for the countries interested in the problem.

Needs:

No funds are being requested for 1951.

PART II
SECTION 4

Chapter 9: MALARIA

NOTE: No funds are being requested
for 1951. The WHO will pay for the
activities in Malaria during the year.

PART II
SECTION 4

Chapter 10: VENEREAL DISEASES

Background:

The statistical data on venereal diseases morbidity are incomplete for the majority of American Republics and there is the possibility that present statistics on syphilis may be exaggerated, since they are based largely on the results of serological surveys. It is now known that other diseases produce positive reactions to such serological tests in the absence of syphilis and it is suspected that tropical climatic conditions tend to raise the rate of such positive reactions. In spite of these complications it is nevertheless certain that both the incidence and prevalence of venereal disease in these countries are extremely high.

Considering the above conditions and the fact that in order to have a successful venereal disease control program adequately equipped laboratories and personnel trained in serological techniques are primary requisites, the Ministry of Public Health and Welfare of the Republic of Guatemala and the Pan American Sanitary Bureau agreed to establish a Venereal Disease Research and Training Center in Guatemala in 1946. This was later expanded to include the following functions:

1. To train physicians and technicians from the other Central American Republics and Panama. This training would be given in Guatemala as well as in the other countries mentioned.
2. To promote the standardization of serological laboratory procedures in these countries.

3. To provide them with laboratory facilities for research or comparative study.
4. To conduct investigations into the various Venereal Disease control problems.
5. To distribute, upon request, at cost-price, to the laboratories of the Central American countries, the serological antigens which have been previously tested and approved by this Center.

Up to the present time, the results of the activities outlined above have been very satisfactory, not only in the training of a large number of technicians in Central America and Panama by means of courses in Guatemala and the other countries mentioned, but also in the evaluation of cardio-lipin-lecithin antigen in the elimination of false positive reactions - mainly caused by acute malaria - and the selection of serological tests best adapted to the conditions prevailing in the regions.

In view of this, the Ministry of Health and Social Welfare of Venezuela and the Pan American Sanitary Bureau are preparing an agreement for the establishment of a Laboratory and Training Center in the city of Caracas, Venezuela, which shall have the following functions:

1. To study, select and recommend the serological techniques best adapted for use in other laboratories of Venezuela.
2. To promote the standardization of the serological laboratory procedures of Venezuela.
3. To train physicians and technicians of Venezuela in the laboratory aspects of venereal diseases.

4. To cooperate in the study of venereal disease incidence and prevalence in Venezuela.
5. To provide technical assistance at the request of the Ministry of Health and Social Welfare of Venezuela, concerning the solution of problems related to this program.

For reasons similar to the above, the Ministry of Education and Public Health of Brazil and the Pan American Sanitary Bureau have begun to study an agreement for the establishment of a similar laboratory, which shall also manufacture antigens for the serological tests that are carried out in the official Brazilian laboratories. It is planned to establish this laboratory during the present year.

Programs:

Laboratory and Training Center for the Control of Venereal Disease in Guatemala.

During 1951, the Laboratory will carry out the following program:

1. Will continue to work on the standardization of the procedures of serological laboratories in the Central American countries and Panama.
 - a) To evaluate the efficacy of the serological techniques used in the laboratory diagnosis of syphilis in the Sector.
 - b) To inspect the evaluated laboratories in order to study the causes of possible working errors and the best ways to correct them.

- c) To distribute, at cost-price, the antigens for the selected serological tests to the laboratories of the Central American countries and Panama.
 - d) To promote local and nation-wide serological surveys in these countries.
2. To continue the training of the technical laboratory personnel of these countries. This training will be given as regular courses in the Laboratory of Guatemala and short courses in each one of the other Central American Republics and Panama.
3. To continue cooperating in the routine laboratory services of the venereal disease campaign.

Budget for 1951:

Personnel

1 Director	\$ 6,000.00	
1 Assistant Director	3,500.00	
1 Bilingual Secretary	2,160.00	
1 Stenographer	1,500.00	
1 Serologist	1,620.00	
1 Assistant Serologist	1,320.00	
1 Assistant Serologist (supplementary salary)	240.00	
1 Messenger	480.00	
2 Laboratory cleaners at \$420.00 each	840.00	
2 Laboratory cleaners (supplementary salary: \$60.00 each)	120.00	\$ 17,780.00

Travel

The Director and Assistant Director will be allowed travel expenses for a total of 180 days between them.

	\$ 2,000.00	
<u>Freight</u>	300.00	
<u>Communications</u>	100.00	
<u>Serological Surveys</u>	500.00	
1 Vehicle, operation and maintenance	500.00	
<u>Equipment</u>	1,000.00	
<u>Laboratory and Office supplies, antigens etc.</u>	1,000.00	
<u>Miscellaneous</u>	200.00	\$ <u>5,600.00</u>
		\$ <u>25,380.00</u>

According to the plan accepted in 1950, it is assumed that the fellowship funds for the courses in serology will not be included in the budget of this project, neither will the necessary funds for the purchase of antigens to be distributed at cost-price to the Central American countries and Panama.

Laboratory and Training Center for the Control of Venereal Disease in Venezuela.

During 1951, this Laboratory will carry out the following program:

1. Will continue the standardization of work in the serological laboratories of Venezuela:
 - a) To evaluate the efficacy of the serological techniques used in the laboratory diagnosis of syphilis.
 - b) To inspect the laboratories engaged in this work in

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order to study possible working errors and the best methods to correct them.

2. Will continue the training of the technical laboratory personnel.
3. Will continue to give technical advice and training if requested by the Ministry of Health and Social Welfare of Venezuela, regarding the solution of the problems connected with this program.
4. Will continue serological surveys.

Budget for 1951:

<u>Personnel</u>		
1 Director	\$ 7,200.00	
1 Assistant Director	4,750.00	
1 Bilingual Secretary	<u>3,420.00</u>	\$ 15,370.00
<u>Travel and Travel Expenses</u>	3,000.00	
<u>Freight</u>	200.00	
<u>Communications</u>	200.00	
<u>Equipment and Supplies</u>	1,000.00	
<u>Serological Surveys</u>	500.00	
<u>Miscellaneous</u>	<u>200.00</u>	<u>1,700.00</u>
		\$ <u><u>20,470.00</u></u>

Laboratory and Training Center for the Control of Venereal

Disease in Brazil.

During 1951, this Laboratory will carry out the following program:

1. Will continue to work on the standardization of methods used in serological laboratories of Brazil:
 - a) To evaluate the efficacy of the serological techniques used in the laboratory diagnosis of syphilis.
 - b) To inspect the evaluated laboratories in order to study the causes of possible working errors and the best ways to correct them.
2. Will continue the training of the technical laboratory personnel of the country.
3. Will continue the manufacture of antigens for serological reactions used in the diagnosis of syphilis in Brazilian laboratories.
4. Will continue to provide technical assistance and advice at the request of the Ministry of Education and Public Health of Brazil, regarding the solution of problems related to this program.
5. Will continue serological surveys.

Budget for 1951:

Personnel

1 Director	\$ 7,200.00	
1 Assistant Director	4,750.00	
1 Bilingual Secretary	<u>2,340.00</u>	\$ 14,290.00

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<u>Travel and Travel Expenses</u>	\$ 4,000.00	
<u>Freight</u>	500.00	
<u>Communications</u>	300.00	
<u>Equipment and Supplies</u>	2,000.00	
<u>Serological Surveys</u>	500.00	
<u>Miscellaneous</u>	<u>200.00</u>	\$ <u>7,500.00</u>
		\$ <u><u>21,790.00</u></u>

Resume of Funds Allocated to the Three Programs:

Guatemala	\$ 25,280.00
Venezuela	20,470.00
Brazil	<u>21,790.00</u>
	\$ 67,640.00
Less global reduction voted by Executive Committee	<u>17,640.00</u>
Total Requested	<u><u>50,000.00</u></u>

PART II
SECTION 4

Chapter 11: TUBERCULOSIS

Because of the extensive program of the World Health Organization, and more particularly the United Nations International Children's Emergency Fund (UNICEF) in the field of Tuberculosis, the Pan American Sanitary Bureau has not requested an appropriation to supplement this priority communicable disease campaign.

PART II

SECTION 5: DIVISION OF EDUCATION, TRAINING AND
GENERAL TECHNICAL SERVICES

For description of program of Section 5, see following chapters, especially chapter 1:

- Chapter 1. Office of Director of Division of Education, Training and General Technical Services.
- Chapter 2. Food and Drug (Advisory)
- Chapter 3. Planning and Medical Administrative Practices.
- Chapter 4. Fellowships, Seminars and Technical Training

Conference Personnel (Part II, Section 2, Chapter 6) and some of the functions of PART II, Section 1, will receive direction from the Office of the Director of the Division of Education, Training and General Technical Services, especially:

- Chapter 1. Library
- Chapter 2. Editorial
- Chapter 5. Translating Pool

Future experience may indicate the desirability of placing these latter Chapters under a division of their own.

PART II
SECTION 5

Chapter 1: OFFICE OF THE DIRECTOR OF DIVISION

Purpose:

To provide coordination and direction to training activities and general technical services.

Scope:

During the past year it has become increasingly evident that a major function of an international organization such as the Pan American Sanitary Bureau is to provide and coordinate education and training in its broadest sense. One of the greatest contributions that can be made in the field of international public health is to ascertain that local personnel are trained to carry out the needs of the program. This investment of time, money and people has a permanent effect in advancing such programs, and lays the foundation for future development. Many functions of the office, such as those of the Fellowship Section, come obviously within the functions of this new division and will profit by such coordination. Also, most of the activities in regard to medical care or social welfare are in last analysis educational ones, since the limited resources of the Bureau can best be used for medical training rather than bedside care or social services programs. Supplementary to and closely allied with the education and training functions of the office

are the general technical services, such as editorial, library, translating, etc. Specifically, the functions for the two principal parts of the division are given below under (a) Education and Training, and (b) Central Technical Services.

(a) Education and Training

The education and training phases are designed:

1. To provide planning of educational programs within the resources available to the Bureau.
2. To maintain liaison with educational and training agencies, concerning medicine and public health.
3. To review standards and academic competency of training agencies and schools.
4. To review adequacy of faculties of the institutes, workshops, seminars, etc., conducted by the Pan American Sanitary Bureau.
5. To determine fellowships programs.
6. To maintain supervision over, and have responsibility for the training of fellows in public health, medicine, nursing, sanitary engineering and related fields.
7. To develop health education programs with assistance of appropriate sections.
8. To determine and effectuate specific health education projects, being fully responsible for methods and extent of application.
9. To coordinate institutes, seminars and workshops.

10. To form teams of technical and administrative personnel adequate for each specific institute, seminars, and workshop.
11. To prepare, and issue calendars of institutes, seminars, and workshops, coordinating the dates to avoid conflicting dates, and to ascertain that proper field coverage is obtained.
12. To prepare and develop time schedules of each institute, workshop, and seminar, setting target dates for each stage of planning and operation of institutes, workshops, and seminars, and ascertain schedules.
13. To evaluate and summarize the results of institutes workshops, and seminars, and make recommendations as to improvements and frequency.
14. To perform other educational and training duties as assigned.

(b) Central Technical Services

The Central Technical Services are designed:

1. To assemble, review and edit in accordance with accepted style standards, all materials published by the Bureau.
2. To establish form, format, editorial policy, media, and coordination of official publications of the Bureau.

3. To secure advice and recommendations of sections concerned as to technical suitability, scope, and media of publication of all materials published.
4. To survey potential sources of editorial material, and recommend to the Director ways and means of maintaining adequate receipt and coverage of material relating to fields of interest of the Bureau.
5. To assist, when necessary, with the editing for style and consistency of official releases of the Bureau.
6. To maintain, administer, and develop an adequate library of publications and official documents needed for reference purposes by the Organization.
7. To review bibliographical materials and notices, and make recommendations to the library committee regarding desirable acquisitions.
8. To apply modern library practices to the custody and administration of the reference resources of the Organization.
9. To maintain close liaison with other reference repositories, exploring and maintaining informa-

tion of resources available and serving as a channel for obtaining all such material.

10. To work in close coordination with technical and administrative personnel to develop procedures for widest utilization of reference resources.
11. To coordinate and supervise all conference activities of the Organization.
12. To make advance plans for all conferences, to include:
 - a) negotiation with host governments with reference to space, personnel, assistance, public relations, etc.
 - b) preparation of provisional agendas and programs.
 - c) preparation of organizational charts with key personnel assignments indicated for each conference or meeting.
 - d) arrangement of time schedules.
 - e) supervision and direction of training of all conference personnel.
 - f) coordination of requirements for all equipment, supplies, movements, and space arrangements.

13. To form conference teams in accordance with basic functional planning.
14. To instruct and direct the teams.
15. To administer conferences; to supervise related functions such as.
 - a) receive delegates, review credentials, coordinate living and travel arrangements, maintain information service for delegates, act as central information source for all personal details relating to delegates.
 - b) ascertain schedules, assign clerical and supporting personnel, implement such changes in programs as necessary, and provide administrative guidance and direction during course of conferences.
 - c) provide reporting and documentation of all conferences.
16. To ascertain that appropriate departments have been fully apprised of all conference actions and decisions, so that follow-through procedures may be instituted.
17. To organize and supervise central translating services to support entire organization.
18. To develop resources of Bureau to level required for translating activities.

19. To train and increase the level of proficiency of technical translating personnel.
20. To perform other central and technical services as assigned.

Needs:

Since the majority of the functions to be supervised by this division have been covered elsewhere in this budget, only the discussion of the Office of the Director is given at this point. A complete grouping of all the functions for the new division is inappropriate at this time, since the new director will advise and counsel as to the functions and sections. For this presentation, the Office of the Director is supported by four sections including the administrative supervision it maintains over the conference personnel. Others will be added later.

1. Conference Personnel
2. Food and Drug (Advisory)
3. Planning and Medical Administrative Practices
4. Fellowships, Seminars, and Technical Training

The needs for the Office of the Director of the Division are given in the summary below:

PART II
SECTION 5

Chapter 1: Office of the Director of
the Division

SUMMARY

Personal Services	\$ 16,103.00
Personal Allowances	2,870.00
Travel	<u>3,950.00</u>
	<u>\$22,923.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief	P-11	0	1
Social Worker	P-3	0	1
Secretary	C-6-I	0	<u>1</u>
			<u>3</u>

PART II
SECTION 5

Chapter 2: FOOD AND DRUG (Advisory)

Purpose:

The Food and Drug Section acts as a center of information and coordination on matters concerning codes and standards.

Scope:

The functions of this section are:

1. To consider problems relating to foods, drugs, cosmetics, and other matters related thereto.
2. To attend to requests from the Governments for information concerning this field.
3. To prepare a food and drug section for the Pan American Sanitary Bureau "Bulletin" presenting current information regarding therapeutics, foods, and cosmetics.
4. To furnish official institutions with pharmaceutical and biological standards.
5. To supply standard bacteriological strains for determining the potency of the product.

Needs:

No funds are requested.

PART II
SECTION 5

Chapter 3: PLANNING AND MEDICAL ADMINISTRATIVE
PRACTICES

Purpose:

The Directing Council (Mexico 1948) approved, within the budget of the Pan American Sanitary Bureau, an appropriation for the establishment of a Hospital Administration Section. With the reorganization of the administrative services of the Bureau, it was found to be in better keeping with efficient practices to enlarge the scope of this section by adding broader responsibilities to it while making effective use of the personnel assigned to this section.

The purpose of this section is to advise and counsel in regard to the planning of hospitals and related institutions; also, to advise and counsel with regard to organization, procedures, and functional assignments, as requested by member countries and dependent territories. The section is also responsible for planning, organizational studies, procedures, and recommending functional assignments. The section holds medical administrative training institutes and develops demonstration areas, as required.

Scope:

The duties and responsibilities of the section are:

1. To study and evaluate community problems, recommend such changes in policies and procedures as may be necessary to develop effective guidance in the surveying, planning and administration of hospitals, and to conduct other medical administrative programs as requested by member governments and dependent territories, and agreed to by the Organization.
2. To study and evaluate the effectiveness of operational equipment and prepare the schedules and specifications for units, necessary to produce maximum efficiency and economy of operation.
3. To study and evaluate the effectiveness of management policies, methods, procedures, work measurement systems, practices, rules and regulations, records, and recommend such changes as may be required to produce maximum effectiveness and economy of operations.
4. To advise, counsel, implement, and maintain training and demonstration projects in regard to medical administrative practices, procedures and installations.

Needs:

Personal Services

For the performance of the functions outlined above, the following positions have been established: One Advisor, one Hospital Administrative Analyst, and three Clerk-Stenographers.

PART II
SECTION 5

Chapter 3: PLANNING AND MEDICAL ADMINISTRATIVE
PRACTICES

SUMMARY

Personal Services	\$ 22,044.00
Personal Allowances	1,948.00
Travel	<u>1,784.00</u>
	\$ <u>25,776.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Advisor	E	1	1
Hospital Administrative Analyst	A10	1	1
Clerk-Stenographer II	C5	1	1
Clerk-Stenographer I	C4	<u>1</u>	<u>2</u>
		<u>4</u>	<u>5</u>

PART II
SECTION 5

Chapter 4: FELLOWSHIPS, SEMINARS AND TECHNICAL
TRAINING

Purpose:

To give coordination and direction to fellowships and training functions.

Scope:

The need for a greater number of doctors, nurses, public health administrators and medical technicians affects not only the public health standard of nations where shortages exist but also causes the alteration and completion of public health programs instituted by public health agencies.

The Fifth Pan American Conference in Santiago, Chile, recognized this need and at the XII. Meeting of the Directing Council of the Pan American Sanitary Organization an amount of \$142,680.00 was appropriated for the 1950 program and budget of the Pan American Sanitary Bureau.

The program proposed for 1951 represents a continuation and modest expansion of the 1950 program.

It is proposed that the Pan American Sanitary Bureau supplement other fellowship programs in the area of the Western Hemisphere. This will be done in the following manner:

1. By sponsoring seminars at which the leading authorities in field of public health, medical administrative practice and nursing will meet, discuss and exchange ideas on procedures, methods and techniques.
2. By sponsoring short training programs in laboratory techniques for qualified personnel.
3. By granting fellowships for advanced study to doctors, nurses, nutritionists, sanitary engineers.
4. By granting short term traveling fellowships for senior professionals (individuals or in groups) who are judged capable of benefiting from interviews and short visits to institutions employing advanced methods. These men will return to their native land and be in the position to properly disseminate this information.

Needs:

Personal Services

The fellowship section is manned by World Health Organization personnel and is organized to handle a large volume of fellows efficiently. It is felt that the Pan American Sanitary Bureau need only to augment this staff by two positions falling in the clerical field for relieving the effect of increased volume of clerical operation.

Amount \$5843.00

Other needs:

Fellowships and Seminars	\$120,000.00
Technical Training	30,000.00
Plus Personal Services (See preceding page)	<u>5,843.00</u>
Grand Total	<u>\$155,843.00</u>

PART II

SECTION 6: TECHNICAL MEETINGS

Special meetings relating to the professional and technical programs are included in this Section. These are activities beyond the normal operations of the supervisory program and which are better listed as separate budget items for control purposes.

Section 6 includes the following:

Chapter 1. Nurses' Conference

Chapter 2. Nurses' Workshop

Chapter 3. Veterinary Conference

PART II
SECTION 6

Chapter 1: NURSES' CONFERENCE

Needs:

In carrying out plans for biennial nursing conferences, it is proposed to accept the invitation of the Cuban official delegate to the First Regional Nurses' Conference in Costa Rica and, therefore, hold the Third Regional Nurses' Conference in Havana in November 1951. Since the "regional conference" provides for the discussion of problems by nursing leaders of the continent and is one of the most fruitful activities of the Nursing Section, it is planned to have official representation from all countries in this Hemisphere.

Summary:

Travel

2 Nurses from Washington	\$ 300.00
2 Nurses from Guatemala	300.00
1 Nurse from Lima	566.00
1 Secretary	<u>150.00</u>
(Over)	\$1,166.00

	Brought forward	\$1,166.00
<u>Per Diem</u>		
4 Nurses - 2 weeks		560.00
2 Nurses - 3 weeks		420.00
1 Secretary - 3 weeks		210.00
Secretarial help and office supplies		650.00
Printing (\$500.00 included in Head- quarters budget)		
		<u>\$ 3,306.00</u>

PART II
SECTION 6

Chapter 2: NURSES' WORKSHOP

Needs:

A workshop on communicable disease is planned for 1951. This important field has been found to be exceedingly weak in the basic courses of nursing, due principally to the lack of qualified instructors and supervisors. It is hoped that this workshop can be held in the School of Nursing in Guatemala for the training of instructors of communicable disease for all of the countries in South America.

Summary:

<u>Salaries</u>	%	
1 Specialist in Education - 3 months	5.41	\$ 675.00
1 Secretary - 3 months	2.70	340.00
<u>Travel</u>		
Teaching Staff (5)	24.32	3,040.00
15 Students	18.92	2,365.00
<u>Living Expenses</u>		
Teaching Staff (3 for 3 months, 2 for 2 months)	21.08	2,635.00
15 Students (6 weeks)	21.62	2,700.00

<u>Teaching Supplies</u>	3.24	405.00
<u>Freight (Teaching and Exhibition Materials)</u>	1.36	170.00
<u>Communications</u>	1.35	170.00
Total	<u>100.00%</u>	<u>\$12,500.00</u>

PART II
SECTION 6

Chapter 3: VETERINARY CONFERENCE

Purpose:

The First Inter-American Veterinary Conference is scheduled for late 1951, to be sponsored jointly by the host nation, Food and Agriculture Organization and Pan American Sanitary Bureau. The agenda for the Conference will consist largely of topics dealing with veterinary education, international animal quarantine and veterinary public health. The Pan American Sanitary Bureau is directly concerned with each of these important problems and the Bureau's participation is necessary in order that they may be dealt with successfully.

Scope:

The Pan American Sanitary Bureau will not directly subsidize the First Inter-American Veterinary Conference. The Bureau's contribution to the success of the meeting will be in the nature of assisting with advance planning and of loaning personnel and facilities for assisting with the local arrangements.

Needs:

The Pan American Sanitary Bureau can best contribute to the success of the Inter-American Veterinary Conference by making available its wealth of experience in sponsoring and

operating international scientific meetings, and by assisting in solving the problems inherent in a bilingual conference. Expenditures involved in fulfilling these contributions are largely travel expenses, since personnel and facilities already exist.

Travel and Per Diem:

Travel (4 persons) Washington to meeting and return at \$687.60 each (These persons to include Chief of the Veterinary Public Health Section and 2 representatives from the Conference Section).	\$ 2,750.40
--	-------------

Per diem Chief Veterinary Public Health Section, 21 days at \$12.50	262.50
Three others, average 15 days at \$10	450.00

Miscellaneous:

Unforseeable necessities for assisting with local arrangements by Lima Office, etc.	<u>537.10</u>
Total	<u><u>\$ 4,000.00</u></u>

PART II

SECTION 7: COMMON SERVICES

Common services comprise those costs arising from the physical housekeeping needs and fixed operating charges of the organization. The costs that are treated hereunder are set forth as separate chapters of the budget and related only to organizational segments located at Washington, D.C. In all other cases these costs have been shown in detail on the analysis sheet of the unit involved.

Generally speaking, expenses of this type accrue to all work groups whether operational or administrative and are understood more easily when analyzed in terms of the total number of staff members as related to expense experience.. This approach has the advantage of providing a broader and more precise base on which to make estimates for future years.

In order to provide a more accurate picture of operational cost, the total estimated amounts have been prorated between operations (PART II) and administration (PART III) on the basis of 56% and 44%, respectively, these being the percentages that are anticipated to be in effect during 1951.

Section 7 contains the following Chapters:

- Chapter 1. Space and Equipment Service
- Chapter 2. Other Services
- Chapter 3. Materials and Supplies
- Chapter 4. Fixed Charges and Claims
- Chapter 5. Grants
- Chapter 6. Acquisition of Capital Assets

PART II
SECTION 7

Chapter 1: SPACE AND EQUIPMENT SERVICES

Space and equipment services include cost of renting, utility services included in the rental fee, such as electricity, water and gas, costs of repairs and alterations to premises and costs of repairs to furniture and equipment.

To provide adequate space for efficient and economical operation, the Pan American Sanitary Bureau requires approximately 35,000 square feet. This footage would permit adequate working space for each staff member, proper storage facilities, space for the library and adequate area for conferences. If a permanent building were provided to the Bureau, this would represent a minimum requirement, as it does not take into consideration the necessity to provide space for such expansion as might take place. The present buildings occupied by the Pan American Sanitary Bureau are rented and because a Committee has been appointed to study the building need of the Bureau, it has been decided to hold the request for space to 20,000 square feet until a decision has been reached regarding the permanent building of the Bureau. 20,000 square feet of space will permit the following allocations:

140 staff members @ 100 sq. ft.	14,000 sq. ft.
Storage space (inactive files, archives, shop, bulk supplies)	3,000 " "

Library space	2,200 sq. ft.
Conference space	<u>800</u> " "
Total	20,000 " "

On the basis of past experience, the cost of renting and maintaining 20,000 square feet would be approximately \$50,000 or \$2.50 per square foot annually. No funds have been requested to cover the cost of maintenance and repair of furniture, equipment and premises. These costs can be absorbed from surpluses made possible by delays in making immediate space expansion. The total requested is \$50,000.00

PART II SECTION 7 <u>Chapter 1</u>	PART III SECTION 4 <u>Chapter 1</u>	<u>Total</u>
<u>\$28,000.00</u>	<u>\$22,000.00</u>	<u>\$ 50,000.00</u>

PART II
SECTION 7

Chapter 2: OTHER SERVICES

Included hereunder are the cost of communications, postage, cables, telephone, teletype and miscellaneous contractual services. It is requested that \$36,740 be included in the 1951 for this purpose.

<u>PART II</u> <u>SECTION 7</u> <u>Chapter 2</u>	<u>PART III</u> <u>SECTION 4</u> <u>Chapter 2</u>	<u>Total</u>
\$20,574.00	\$16,166.00	\$36,740.00

The following was the basis of calculation:

Postage (March PASB costs)	424.18
Telephone (March PASB costs)	784.25
Telegraph and cable (based on study of Dec., Jan. Feb.)	545.00
Parcel Post (estimated)	80.00
Air expenses (estimated)	65.00
	<u>\$1,898.43 per month</u>
Possible increase by 1951	<u>569.53</u>
Total per month	<u>\$2,467.96</u>
	x 12 months
Total for year	<u>\$29,551.52</u>
Miscellaneous contractual Services Audit of 1950 accounts based on 1949 costs	\$ 2,500.00
Medical examination of personnel under staff rules	485.00
Special contractual needs: photography, public information, material, emergency translating and duplication work	3,200.00
Unforseen miscellaneous services	1,000.00
	<u>\$ 7,185.00</u>
	<u><u>\$36,736.52</u></u>

PART II
SECTION 7

Chapter 3: MATERIALS AND SUPPLIES

Under this heading are included cost estimates for printing, duplicating and binding, office supplies and material such as stationery, forms, paper and expendable office equipment. The annual expense experience in various organizations shows a per capita cost for these items of approximately \$181. By multiplying this factor times staff members at Washington a total of \$25,400 is obtained. An additional \$3,400 will be required to cover the cost of binding periodicals and publications for the Library (the minimum average cost for binding is \$3.00 per volume). It is anticipated that 800 volumes will be bound. The total request for this Chapter is \$28,800 distributed as set forth below.

	<u>PART II</u> <u>SECTION 7</u> <u>Chapter 3</u>	<u>PART III</u> <u>SECTION 4</u> <u>Chapter 3</u>	<u>Total</u>
General	\$14,488.00	\$ 10,912.00	\$25,400.00
Binding	<u>3,400.00</u>	<u>-----</u>	<u>3,400.00</u>
	<u>\$17,888.00</u>	<u>\$ 10,912.00</u>	<u>\$28,800.00</u>

PART II
SECTION 7

Chapter 4: FIXED CHARGES AND CLAIMS

The major item of expenditures under this heading is the cost of reimbursing staff members for national income taxes paid on their earnings from the Pan American Sanitary Bureau. The present staffing of the Bureau indicates that approximately 67% will require tax reimbursement. It is anticipated that staff members serving in the field will, in the majority of cases, establish residence and, therefore, become exempt from payment of income tax. For that reason, the estimate has been made on the basis of the 140 staff members located in Washington. It is anticipated that 94 of the staff members will be required to pay income taxes and if the average rate of payment per staff member remains at the \$500 level of past years, \$47,000 will be required to effect reimbursement. An additional amount of \$1,000 is included to cover costs of insurance, thereby raising the total of this Chapter to \$48,000, the distribution of which is set forth below:

	<u>PART II</u> <u>SECTION 7</u> <u>Chapter 4</u>	<u>PART III</u> <u>SECTION 4</u> <u>Chapter 4</u>	<u>Total</u>
	\$ 26,880.00	\$ 21,120.00	\$ 48,000.00
Less de- ductions due to lapses and delays	<u>806.00</u>	<u>634.00</u>	<u>11,440.00</u>
	<u>\$26,074.00</u>	<u>\$20,486.00</u>	<u>\$ 46,560.00</u>

PART II
SECTION 7

Chapter 5: GRANTS

It is not anticipated that any expenditures will be incurred under this heading.

PART II
SECTION 7

Chapter 6: ACQUISITION OF CAPITAL ASSETS

All purchases of non-expendable equipment are classified under this heading. Examples of these items are acquisitions for the Library, purchases of office furniture and office equipment and such operational equipment as may be required. It is estimated that \$8,046.00 will be required for the purchase of typewriters, desks and chairs for new employees, this factor being based on current market prices. In addition, \$10,000.00 has been provided to cover the cost of new Library acquisitions. To cover the cost of purchasing additional office machinery \$4,564.00 has been provided. It is anticipated that this sum will permit attachments to be purchased for equipment already on hand, thereby increasing the scope, productivity and efficiency of the machines involved. In addition, collating and saddle stitching will be purchased.

It is estimated that the volume of work turned out by the Cartographic and Drafting Section will require the equipment of a dark room, if the present load of work increase continues. This expenditure will be made only if costs of sub-contracting will permit the Bureau to profitably make this installation.

The total amount requested for this Chapter is \$ 22,610.00, as set forth below:

PART II
SECTION 7
Chapter 6

PART III
SECTION 4
Chapter 6

Total

\$12,662.00

\$ 9,948.00

\$22,610.00

PART II
SECTION 7

Chapters 1 through 6: SUMMARY OF COMMON SERVICES

	<u>PART II</u> <u>SECTION 7</u>	<u>PART III</u> <u>SECTION 4</u>	<u>TOTAL</u>
Chapter 1	\$ 28,000.00	\$ 22,000.00	\$ 50,000.00
Chapter 2	20,574.00	16,166.00	36,740.00
Chapter 3	17,888.00	10,912.00	28,800.00
Chapter 4	26,074.00	20,486.00	46,560.00
Chapter 5	--	--	--
Chapter 6	<u>12,662.00</u>	<u>9,948.00</u>	<u>22,610.00</u>
	<u>\$ 105,198.00</u>	<u>\$ 79,512.00</u>	<u>\$ 184,710.00</u>

PART III: PAN AMERICAN SANITARY BUREAU -
ADMINISTRATION

This PART contains the following sections:

1. Office of Director of the Bureau
2. Division of Administrative Services
3. Other Administrative Services
4. Common Services (PART III)

PART III

SECTION 1: OFFICE OF THE DIRECTOR OF THE BUREAU

Purpose:

To give professional, technical and administrative direction to the programs and activities of the Pan American Sanitary Bureau as the operating agency of the Pan American Sanitary Organization, and when serving as the Regional Office of the World Health Organization for the Americas.*

Scope:

The Constitution of the Pan American Sanitary Organization provides for a Director, an Assistant Director and a Secretary General of the Bureau.

Needs:

The present needs of the Office of the Director are for a secretary and stenographer for each of the three officers and for a typist for the Secretary General.

*The Director of the Pan American Sanitary Bureau receives salary and allowances only from the Bureau. The World Health Organization pays to the Pan American Sanitary Bureau the amount of the salary of a Regional Director.

PART III

SECTION 1: OFFICE OF THE DIRECTOR OF THE BUREAU

SUMMARY

Personal Services	\$ 56,482.00
Personal Allowances	20,403.00
Travel	<u>13,206.00</u>
	<u>\$ 90,091.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Director	E	1	1
Assistant Director	E	1	1
Secretary General	E	1	1
Legislative Assistant	P6I	1	-
Secretary II	C7I	3	3
Clerk Stenographer II	C5I	2	3
Clerk Stenographer II	C4I	<u>1</u>	<u>1</u>
		<u>9</u>	<u>10</u>

PART III

SECTION 2: DIVISION OF ADMINISTRATIVE SERVICES

See discussion in Chapter 1 for general survey of functions.

This section includes the following:

- Chapter 1. Office of Director of Division
- Chapter 2. Budget
- Chapter 3. Finance and Accounts
- Chapter 4. Personnel
- Chapter 5. Office Services

PART III
SECTION 2

CHAPTER 1: OFFICE OF DIRECTOR OF DIVISION

Purpose:

To give direction to the Division of Administrative Services in accordance with the policies and needs of the organization.

Scope:

The duties and responsibilities of this section are:

1. To compile and coordinate budget material and formulate for presentation, budget estimates based upon evaluation of the medical program developed by professional and administrative operating officials in accordance with the policy of the top management of the organization.
2. To maintain periodic and routine control of funds, in order to keep top management fully informed and to ascertain that funds are being expended in accordance with approved plans and programs.
3. To maintain financial and fiscal records of the Bureau and provide necessary audits and reports.

4. To study and evaluate organizational problems, recommending such changes in organization as are necessary to produce maximum operational efficiencies.
5. To study and evaluate the effectiveness of operational equipment, methods, procedures, work measurements, systems, practices, rules and regulations, records and forms, and recommend such changes as may be required to produce maximum effectiveness and economy of operations.
6. To advise and counsel in regard to administrative practices, procedures, and installations as required by member countries and dependent territories.
7. To study all personnel management problems and recommend such changes, policies, and practices as are necessary to produce maximum effectiveness in personnel administration and utilization.
8. To administer all matters relating to personnel activities, including procurement, classification, assignment, transfer, separation, payroll, records, workloads, standards, efficiency controls, training, grievances, counseling, etc.

9. To ascertain that adequate administrative statistics are produced to meet the requirements of operating heads through liaison with statistical activities of the organizations.
10. To administer all matters relating to services, including space planning and control, equipment, supplies, maintenance, cleaning, repairs, duplicating, printing, binding, forms control, publication distribution, communications, transportation, parking, mail, files, mail routing, dispatches, messenger service, and such other services and housekeeping functions as may be required.
11. To study and evaluate medical supply needs for the programs of the Organization and also for member countries and dependent territories, as required.
12. To maintain catalogues of supply sources, together with specifications, relative standards, costs, etc.
- 13.. To procure, monitor, make contract, insure delivery, and provide for transportation as required.

14. To maintain necessary stock control and invoice records.

15. To assume general responsibility for all stenographic, translating, clerical and administrative services necessary for the projects and programs of the Office.

In order to expedite functions described above, the Administrative Services Division comprises:

1. Office of the Director of Division.
2. Budget Section
3. Planning and Administrative Practices Section.
4. Personnel Section
5. Finance and Accounts Section
6. Procurement Section
7. Office Services Section

Needs:

Personal Services

The Director and a secretary are required for this office. These positions are now filled.

Travel:

Supervisory travel, especially in regard to developing the field organization, will require \$3,000.00 for 1951.

PARTE III
SECTION 2

Chapter 1: OFFICE OF DIRECTOR OF DIVISION

Personal Services	\$11,647.00
Personal Allowances	1,761.00
Travel	<u>2,200.00</u>
	<u>\$15,608.00</u>

Administrative Dir.	A-13-II	1	1
Clerk Steno II	C-5-1	<u>1</u> 2	<u>1</u> 2
		<u> </u>	<u> </u>

PART III
SECTION 2

Chapter 2: BUDGET

Purpose:

The increased functions of the Bureau because of its expanded program have already demonstrated the necessity for establishing a Budget Section since the duties it performs require continuous activity throughout the year. This section compiles and coordinates budget material; formulates for presentation estimates based upon evaluation of the medical program developed by professional and operating officials and in accordance with the policies of top management of the Bureau. It maintains periodic and routine controls of funds in order to keep top management informed and to ascertain that funds are being expended in accordance with approved plans, programs, and regulations.

Scope:

The duties and responsibilities of this section are:

1. To prepare regular and special budget estimates for the entire organization in accordance with requirements.
2. To analyze, study, and recommend allocation of appropriations.
3. To review status of receipts by the Treasurer of quotas and other appropriated funds; and review the status of the Capital Fund account.

4. To prepare advices of allotments in terms of 2 and 3 above.
5. To maintain, in accordance with existing policy and regulations, controls over obligations against their respective allotments.
6. To make adjustments in allotments in accordance with top management decisions.
7. To maintain current factor data regarding the needs of programs, keeping abreast at all times with changes affecting these data.
8. To develop statistical data for use in the preparation of future budgets.
9. To receive from the Finance and Accounts Section routine reports of expenditures and other liquidations against allotments, collating them with control records.
10. To advise and consult with operating officials in preparing estimates of needs which affect the budget.

Needs:

Personal Services

This section is under the immediate supervision of the Assistant Director of the Administrative Services Division, as an additional duty. Fulltime duty and continuity is provided by an Assistant Budget Officer. (WHO) A clerk-stenographer is employed.

and this completes the regular personnel complement of the section. The workload has been such that considerable additional part-time help has been needed in the past. This part-time assistance is estimated in 1951 to equal 240 man-days. This has been calculated at \$15.00 per day, or \$3,600.00 which, less deduction for lapses, leaves a balance of \$3,420.00.

Travel

An amount of \$1,350.00 is provided for the purpose of having one member of the section visit other organizations to keep abreast with their activities as related to the interests common to the Pan American Sanitary Bureau.

PART III
SECTION 2

Chapter 2: BUDGET

SUMMARY

Personal Services	\$6,090.00
Personal Allowances	314.00
Travel	<u>1,350.00</u>
	<u>\$7,754.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Clerk-Stenographer	C-4-I	1	1

PART III
SECTION 2

Chapter 3: FINANCE AND ACCOUNTS

Purpose:

The Finance and Accounts Section administers and correlates all activities of an accounting, disbursing and banking nature for the Pan American Sanitary Bureau and its field offices.

Scope:

The duties and responsibilities of this section are:

1. To maintain books of account reflecting the assets, liabilities and equity of the Pan American Sanitary Bureau.
2. To maintain banking and disbursing records of funds received and disbursed, including grants and other funds administered by the Bureau.
3. To prepare financial reports.
4. To maintain necessary financial records relating to accounting and disbursing.
5. To issue receipts for all cash received and to prepare necessary correspondence arising from financial transactions.

6. To plan and control accounting and disbursing media for the Field Offices.
7. To maintain salary records.
8. To prepare necessary instructions on accounting and disbursing functions to be performed at the Headquarters Office and in the Field Offices.
9. To perform continuous internal pre-audit of all vouchers and other financial documents.
10. To perform such other functions as may be properly delegated to this Section by the Director of the Division of Administrative Services.

Needs:

Personal Services

The personnel needs of the Finance Section must be measured in terms of accuracy and efficiency. There can be no delays in processing receipts and disbursements and maintaining proper records within the rules and regulations as set forth by the Organization. The accounts must, moreover, reflect on a daily basis the necessary data required, and accurately indicate financial activities with respect to Pan American Sanitary Bureau funds.

Assignments in this section demonstrate personnel needs. The section performs its functions under the direction of the Finance Officer with the additional staff members divided between the following four units:

1. Accounts - one senior clerk, two clerks and one clerk-stenographer.
2. Disbursing and Banking - one accountant and one clerk-typist.
3. Internal Audits - one fiscal clerk and one clerk-typist.
4. Financial Reports - one accountant and one clerk-stenographer.

PART III
SECTION 2

Chapter 3: FINANCE AND ACCOUNTS

SUMMARY

Personal Services	\$ 38,086.00
Personal Allowances	4,794.00
Travel	2,250.00
	<u>\$ 45,130.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Chief of Section	A9-IV	1	1
Accountant I	A5-I	2	2
Fiscal Clerk	C7-I	1	1
Clerk IV	C6-I	1	1
Clerk III	C5-I	2	2
Clerk Stenographer II	C5-II	1	1
Clerk Stenographer I	C4-I	1	1
Clerk Typist I	C3-I	2	2
		<u>11</u>	<u>11</u>

PART III
SECTION 2

Chapter 4: PERSONNEL

Purpose:

To provide technical services with reference to personnel and employment matters.

Scope:

The duties and responsibilities of the section are:

1. To procure personnel
2. To test prospective employees
3. To classify, assign, and transfer personnel
4. To promote and make changes in status
5. To separate employees
6. To make payroll compilations and certifications
7. To issue time and leave regulations
8. To maintain required records
9. To determine workload standards
10. To maintain efficiency controls
11. To operate training program
12. To handle grievances
13. To counsel and advise employees on all personnel problems
14. To make investigation of wage rates

The Personnel Section for the fiscal year 1951, will carry out a broad program of personnel administration and management for employees of the Pan American Sanitary Bureau. Encompassed within the functions which the section will develop are the recruitment, selection, appointment, promotion, service evaluation, training and social welfare for personnel.

Specifically, this section will work with officials to establish definite minimum qualifications for all posts of the organization, build up a pool of applicants available in the Western Hemisphere, by occupation and caliber, and develop an internal promotion system wherein presently employed personnel will receive adequate consideration for vacancies. Moreover, there will be installed and operated, within the policies and regulations of the Bureau, a full and explicit system for the selection, appointment and placement of needed personnel; in this connection, close working relationship with operating officials will be maintained to insure prompt information on developing needs, vacancies, and required qualifications.

This section will also establish and operate a program of service for employees which includes:

1. Explanation of the leave policy, working in cooperation with the Finance Officer.

2. Continuing classification of positions.
3. Administration of injury compensation regulations.
4. Counseling of employees on grievances and complaints by and concerning them, and the establishment of an investigation system and an administrative appeals process for disciplinary and review purposes.
5. Encouragement of in-service and other training.
6. Operation of an efficiency or service rating system.

Needs:

Personal Services

The full program of servicing for the personnel at Bureau Headquarters and in the field will be functioning by the middle of 1950. Responsibility for attending to the personnel needs of the extensive field program is a factor which accounts for a large workload. The projected plans of the Personnel Section are on the basis of a full operating program. Additional needs may evolve with program development and operation; hence, this proposal attempts to deal only with foreseeable needs. One personnel technician and one clerk-stenographer will meet the requirements of the section.

PART III
SECTION 2

Chapter 4: PERSONNEL

SUMMARY

Personal Services	\$ 7,714.00
Personal Allowances	935.00
Travel	-----
	<u>\$ 8,649.00</u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Personnel Tech. II	A-7-I	1	1
Clerk-Stenographer I	C-4-I	<u><u>1</u></u> <u>2</u>	<u><u>1</u></u> <u>2</u>

PART III
SECTION 2

Chapter 5: OFFICE SERVICES

Purpose:

To provide all service operations within the head-quarter office, and such assistance to field offices as are indicated.

Scope:

To correlate within one section all activities of a housekeeping nature and administer all office services, as stated above. The duties and responsibilities of this section are:

1. To allocate, manage and control space.
2. To furnish travel and transportation services.
3. To provide records management, including the operation of a central records unit.
4. To control and design forms.
5. To provide communications facilities, including telephone, telecommunications, penalty mail and postage, and internal messenger services.
6. To plan the needs for and control office equipment and supplies, including requests for procurement, issuance procedures, inventory control, stock level control, transfer and disposition.

7. To maintain buildings and grounds, including repairs within the resources of the regular maintenance force, and, when necessary, by contract.
8. To furnish publication reproduction and distribution services, including duplicating, processing, and addressograph services.
9. To furnish transportation and chauffeur services including garaging and upkeep of motor vehicles and necessary contractual services.
10. To prepare all manuals and procedures relating to the above subjects.

To expedite the above functions, the following units are established:

- a. Travel Unit
- b. Service Unit
- c. Records and Communications Unit
- d. Publications, Reproduction and Distribution Unit

Needs:

Personal Services

Because of its variety of duties and size, Office Services is divided into units, on the basis of functions. Supervising these units and reporting directly to the Director, Administrative Services Division, is the Chief of Office Services.

The volume of details, reports and routine correspondence requires that the Chief have the assistance of a clerk stenographer.

- a. The Travel Unit is responsible for procuring and providing all travel and transportation services for the Organization, including ticket purchasing, hotel reservations, procurement of passports and visas and planning routes and itineraries.

As the World Health Organization provides a travel officer (who acts as assistant to the Chief Special Services Officer) and a clerk, the Pan American Sanitary Bureau need only supply the services of a clerk typist to handle the correspondence, dictation and routine filing of this unit.

- b. The Service Unit is responsible for assisting with plans for office space allotment, reporting occupied and (if any) unoccupied space, preventive maintenance and general housekeeping, office supply and property inventories, maintenance of stock control records so that maximum savings are achieved by large-lot buying and supply standardization.

In order to carry out these responsibility and duties there are required the services of a

unit chief to supervise eleven employees of

~~whom:~~

One is a property and records clerk, in charge of equipment and supplies.

One is a clerk stenographer to handle routine correspondence and general filing.

One serves as a switchboard operator and receptionist.

Four are maids responsible for cleaning the buildings.

One is a janitor responsible for building and grounds maintenance, and who provides direct supervision to maids.

Two are messengers acting in the dual capacity of chauffeurs and messengers.

One is a night watchman, so that buildings and grounds are under full time surveillance and chances of losses due to theft, fire or vandalism are avoided.

c. The Records and Communications Unit is responsible for the handling of all mail, files, telegraphic communications and internal messenger services for the organization.

For ease in observing the pattern the workload increase has taken in this unit, a brief

statistical table is shown below:

<u>Month and Year</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Estimated Material Received and Filed</u>
December 1948	995	1,694	848
June 1949	7,027	9,288	3,294
July 1949	8,523	9,393	4,611
August 1949	9,791	16,614	6,159
December 1949	8,179	16,905	9,446
January 1950	10,744	22,959	10,450

1. Supervisor. Responsible for training new personnel; supervising work of existing personnel; maintaining statistical records of activities and postage and penalty of mail accounts, recommending revisions in the subject classification outline and index; and providing adequate records and communications services to the Organization.

2. Communications Clerk. Responsible for routing all incoming communications, indicating which are of sufficient importance to require control; processing, separating and arranging for dispatch all outgoing communications. The volume of work necessitates the full time of two employees devoted to this position.

3. Records Clerk (Classifier). Two Records Clerks (Classifiers) are requested, one to process English documents, and one to process Spanish and Portuguese documents. The volume of material processed makes such a distribution of responsibility

equitable. It shall be their respective duties to receive, read, select and indicate appropriate subject designations and necessary indexes, process record materials accordingly, make searches, and charge records.

4. Records Clerk (Filing). Responsible for sorting, arranging, and filing in the subject, geographical, alphabetical, and daily files all documents processed by the Records Clerks (Classifiers) and filing all materials in decentralized files, as agreed upon.

5. Messenger-Dispatch Clerk. Is responsible for affixing all postage to communications and packages, etc; maintaining a record of postage and penalty mail; arranging for the wrapping of all packages, parcels, etc., including preparation of proper customs documents; and, in the case of internal messenger trips, maintaining a planned, scheduled, up-to-date route.

6. Messenger. Is responsible for servicing all offices in all buildings maintained by the Organization, following a planned scheduled up-to-date mail route; between trips, assisting with wrapping of packages, sealing of envelopes, and other related duties as assigned. Three messengers are required to provide adequate service to the three buildings housing the Organization.

d) ~~The Publication, Reproduction and Distribution~~

Unit is responsible for publications, reproduction and distribution services, including duplicating, processing and addressograph services.

1. Working Supervisor. Responsible for maintaining records on work performed by the unit; requisitioning necessary supplies; keeping the machines in good operating condition; assigning work to the other employees in the unit; and performing any necessary addressograph or mimeograph operations.
2. Multilith Operator. Has special responsibility in regard to operation of the multilith machine, and performs the functions of addressograph operator.
3. Mimeograph Operator. Responsible for reproducing all stencils; assembling as required; forwarding to the requesting office; and maintaining all stencils which are to be retained in good order so that they can be located promptly upon request for re-run.

PART III
SECTION 2

Chapter 5: OFFICE SERVICES

SUMMARY

Personal Services	\$ 65,940
Personal Allowances	<u>6,410</u>
Travel	<u>\$ 72,350</u>
Space and Equipment Services	
Other Services	
Materials and Supplies	
Fixed Charges and Claims	
Grants	
Acquisition of Capital Assets	

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
<u>Office of Chief of Section</u>			
Chief Sp. Services Officer	A-9-I	1	1
Clerk Stenographer II	C-5-I	1	1
<u>Travel Unit</u>			
Clerk Typist II	C-4-I	1	1
<u>Services Unit</u>			
Special Services Officer	A-3-I	1	1
Clerk III	C-5-I	1	1
Clerk-Typist II	C-5-I	1	1
Recept. and Switchboard Operator	C-4-1	1	1
Maids	E	4	4
Janitor	E	1	1
Chauffeur-Messenger	E	2	2

PART III
SECTION 2

Chapter 5: Office Services (page 2)

SUMMARY

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Night Watchman	E	2	1
<u>Records and Communica- tions Unit</u>			
Clerk IV	C-6-I	1	1
Clerk III	C-5-I	2	2
Clerk-Typist II	C-4-I	1	1
Clerk II	C-3-I	1	1
Clerk I	C-2-I	1	1
Messengers	E	3	3
<u>Printing and Dupli- cating Unit</u>			
Clerk II	C-3-I	1	1
Clerk-Operator	E	2	2
		<u>26</u>	<u>26</u>

PART III

Section 3: OTHER ADMINISTRATIVE SERVICES

Section 3 provides direct assistance to the Office of the Director. It includes:

Chapter 1. Information

Chapter 2. Legal

PART III
SECTION 3

Chapter 1: INFORMATION

Purpose:

To provide a focal point of information for member governments concerning the aims, purposes, and accomplishments of the organization.

Scope:

The duties and responsibilities of this section are:

1. To prepare informative material in all media: printed, processed, radio script, and visual.
2. To advise and take part in matters relative to public relations.
3. To prepare releases to member governments, public health organizations, and the press concerning the activities and plans for the Western Hemisphere.
4. To collect information for publication.
5. To maintain information regarding the needs of the office concerning the projects undertaken by the Organization.
6. To prepare press releases and reports for use of the Bureau as required.

7. To maintain a current file of newspaper clippings, and notices which mention the activities of the Organization.
8. To maintain a photographic file.
9. To maintain liaison with other national and international public information offices.
10. To maintain liaison with responsible officials as directed by the Director of the Pan American Sanitary Bureau.

Needs:

Personal Services

For this section to be effective, much personal contact work is necessary. This requires that appropriate staff members attend meetings and conferences. The chief of the section must maintain good working relationships with organizations controlling news outlets. The preparation of news for release requires the employment of skilled technicians who are able to prepare releases not only for the general public, but for other organizations that have specific interest in the scientific accomplishments of the Bureau, and who are interested in the policy of the Organization. The section will require the services of one writer, one information aide and one clerk-stenographer.

Travel:

It is anticipated that \$1,800.00 will cover travel requirements.

PART III
SECTION 3

Chapter 1: INFORMATION

SUMMARY

Personal Services	\$ 10,445.00
Personal Allowances	1,268.00
Travel	<u>1,800.00</u>
	\$ <u><u>13,513.00</u></u>

<u>Posts</u>	<u>PASB Classi- fication</u>	<u>1950</u>	<u>1951</u>
Writer	A-5	1	1
Information Aide	A-4-1	1	1
Clerk-Stenographer I	C-4-1	<u>-</u> <u>2</u>	<u>1</u> <u>3</u>

PART III
SECTION 3

Chapter 2: LEGAL

Purpose:

To provide adequate legal facilities to Headquarters and to field operations.

Scope:

1. Drafts and prepares contracts and other legal documents related to projects, programs, and affairs of the various divisions and sections of the Regional Office.
2. Conducts a legal advisory service for Director's Office and Chiefs of operating sections on legal aspects of plans, programs and affairs of the Organization; and collaborates with technical staff in planning and formulating projects with regard to the legal aspects of such projects.
3. Prepares memoranda of law on problems and questions of a legal nature, and conducts related research.
4. Prepares correspondence having legal implications and provides legal clearance for correspondence prepared by other sections of the Regional Office.

5. Studies, analyzes, and reports on current legislative developments, statutes, treaties, etc., having bearing on the jurisdiction, powers or program of the Office.
6. Maintains contract docket and other documentary material in a systematic manner and prepares indexes to legal documents.
7. Serves as Secretariat to the Policy Advisory Board of the Office and acts as its Advisor.
8. Carries out such other legal functions as may be required.

Needs:

To perform the above, a Chief Attorney will be responsible for the section. Stenographic needs are provided by one stenographer. If more assistance is required during periods of peak loads, it will be supplied from the pool.

PART III
SECTION 3

Chapter 2: LEGAL

SUMMARY

Personal Services	\$ 8,806.00
Personal Allowances	1,087.00
Travel	<u>225.00</u>
	<u>\$ 10,118.00</u>

<u>Posts</u>	<u>PASB</u> <u>Classi-</u> <u>fication</u>		
Attorney	P-6	Now being handled by	1
Clerk-Stenographer II	C-5-I	Legislative Assistant in the Director's Officer.	<u><u>1</u></u> <u>2</u>

Position of
Attorney to
be covered by
transfer to
this Section.

PART III

SECTION 4: COMMON SERVICES

For description see PART II, Section 7.

PART III
SECTION 4

Chapters 1 through 6: COMMON SERVICES (PART III)

A full discussion of Common Services has been given under (PART II), Section 7, Chapters 1 through 6.

Summary of amounts justified in PART II, Section 7, pertaining to this Section are:

Chapter 1. Space and Equipment Services	\$ 22,000.00
Chapter 2. Other Services	16,166.00
Chapter 3. Materials and Supplies	10,912.00
Chapter 4. Fixed Charges and Claims	20,486.00
Chapter 5. Grants	-----
Chapter 6. Acquisition of Capital Assets	<u>9,948.00</u>
	<u>\$ 79,512.00</u>

CONVERSION TABLE
WHO Grades and PASB Grades*

WHO Grades	PASB Grades			Step 1**	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	C	A	P							
1	1			1,580	1,660	1,740	1,830	1,920	2,020	2,130
2	2			1,740	1,830	1,920	2,020	2,130	2,240	2,360
3	3			1,920	2,020	2,130	2,240	2,360	2,480	2,610
4	4			2,130	2,240	2,360	2,480	2,610	2,750	2,890
5	5	1		2,360	2,480	2,610	2,750	2,890	3,050	3,210
6	6	2		2,610	2,750	2,890	3,050	3,210	3,390	3,570
7	7	3		2,890	3,050	3,210	3,390	3,570	3,770	3,970
8	8	4	1	3,210	3,390	3,570	3,770	3,970	4,190	4,410
9	9	5	2	3,570	3,770	3,970	4,190	4,410	4,660	4,910
10	10	6	3	3,970	4,190	4,410	4,660	4,910	5,180	5,450
11	11	7	4	4,410	4,660	4,910	5,180	5,450	5,750	6,050
12	12	8	5	4,910	5,180	5,450	5,750	6,050	6,370	6,700
13	13	9	6	5,450	5,750	6,050	6,370	6,700	7,060	7,450
14	14	10	7	6,050	6,370	6,700	7,060	7,450	7,870	8,300
15	15	11	8	6,700	7,060	7,450	7,870	8,300	8,750	9,200
16	16	12	9	7,450	7,870	8,300	8,750	9,200	9,700	10,300
17	17	13	10	8,300	8,750	9,200	9,700	10,300	10,900	---
18	18	14	11	9,200	9,700	10,300	10,900	---	---	---
19	19	15	12	10,000	10,500	11,000	---	---	---	---

Definition of Grades: C - Clerical, custodial and minor scientific posts such as Laboratory Aides.
A - Administrative, fiscal and editorial posts.
P - Professional and scientific posts.

* As approved in the First Report of the Special Committee on Staff Regulations and Rules of the Pan American Sanitary Bureau; Lima, Peru, October 1949. See Document CE 8-L-7, Annex I, p. 5.

** Base salary for Grade. Salaries do not include allowances.

GLOSSARY

Part:

The largest homogeneous functional budget classification and have relevant sections, chapters and units as components. The budget is divided into the following three parts:

- I. Pan American Sanitary Organization
- II. Pan American Sanitary Bureau Operations
- III. Pan American Sanitary Bureau Administration

Section:

Comprised of chapters and units. Sections are used to group functions according to similarity of purpose.

Chapter:

Used to identify work groups or organizational segments engaged in a common effort such as Statistics, Nursing, Finance or Budget. Where work groups are very large, as in the case of Office Services, the work group or chapter is described in terms of units.

Unit:

Subdivisions of chapters used for purposes of identifying and to permit special justifications as needed. Usually the unit is part of an organizational segment of the office.

Operations:

General term indicating professional and technical effort as opposed to administrative functions.

Administration:

This term includes all activities of the Bureau of a non-professional or non-technical nature. Administration supplies general office procedural assistance, budgetary control, fiscal functions, personnel, recording and processing, communications, space and equipment and General Office Services. In addition, the Offices of the Director, Assistant Director and Secretary General are included in this term, even though they represent directive and professional services also.

Common Services:

General term used to describe physical housekeeping needs and fixed charges falling into the following groups:

- (a) space and equipment services
- (b) other services
- (c) materials and supplies
- (d) fixed charges and claims against the organization
- (e) grants
- (f) acquisition of capital assets

These services are more completely defined under the justification to common services, Part II, Section 7; Chapters 1 through 6.

IV MEETING OF THE DIRECTING COUNCIL
REGIONAL COMMITTEE, WORLD HEALTH ORGANIZATION
Ciudad Trujillo
25-30 September 1950

PROPOSED PROGRAM AND BUDGET
for 1951 of the
PAN AMERICAN SANITARY BUREAU

ERRATA - ENGLISH EDITION

- Page 18, 19, 20 and 21 A revised "Recapitulation of Personnel" is attached at the end.
- Page 40 Delete: Travel justification. Add: \$800 is requested for the purpose of liaison with publishers and attending meetings where publications of the Organization are under discussion.
- Page 41 Change: number of subeditors (A-5) from 2 to 1 and the total of the 1950 posts from 7 to 6.
- Page 48 Change, on the final sentence of the page: "Section 8 to Section 7".
- Page 75 Delete text of page 75.
- Page 79 Change: Personal services from \$40,765.65 to \$40,765.00 and change the total from \$51,305.65 to \$51,305.00.
- Page 94 Change; Personal Allowances from \$5,461 to \$5,561.
- Page 101 Change number of Stenographers (E) from 1 to 2, in the left-hand column and the total of that column from 3 to 4.
- Page 137 Change cost of "Travel of five members of Permanent Brucellosis Commission for one meeting" cost from \$3,000 to \$5,400.

Page 153

"Needs": Add to sentence "but it is hoped that this program will be instituted in 1951".

Page 154

Delete note and substitute: "No funds are being requested for 1951, as it is anticipated that malaria will be a technical assistance program".

Page 159

Change the extended cost of travel for the Director and Assistant Director from \$2,000.00 to \$3,500.00 and the estimated cost of freight from \$300.00 to \$800.00.

Change Subtotal \$5,600.00 to \$7,600.00.

Page 160

Change Subtotal \$1,700.00 to \$5,100.00.

Page 173

Delete all text.

Change "Brought forward" from \$1,166.00 to \$1,316.00.

Page 182

Change Subtotal from \$1,166.00 to \$1,316.00.

Page 183

Change cost of secretarial help from \$650.00 to \$800.00.

Page 194

Change total "deductions due to lapses and delays" from \$11,440.00 to \$1,440.00.

Page 196

Change the last sentence of the first paragraph to read: "...in addition, collating and saddle-stitching equipment will be purchased".

Page 201

Change "clerk stenographer C4I" from 1 to 0.

Page 228

Change total of post 1951, from 26 to 27.

Page 29

Change Office Services (\$1,000.00) to read Space and Equipment Services (\$1,000.00).

Change Space and Equipment Services (\$450.00) to read Office Services (\$450.00).

Page 73

Delete text under "Personal Services:" and substitute, "It is anticipated that one clerk stenographer will be required to strengthen the clerical staff available to the WHO Regional Advisor because of the PASB

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1951			
	A	P	C	TOTAL	A	P	C	TOTAL
Part I Pan American Sanitary Organization								
Section 1. Organizational Meetings								
Chapter 1. Conference Personnel	2	-	3	5	3	-	3	6
Total - Part I	2	-	3	5	3	-	3	6
Part II Pan American Sanitary Bureau-Operations								
Section 1. Central Technical Services								
Chapter 1. Library	2	-	5	7	2	-	6	8
" 2. Editorial	4	-	2	6	6	-	3	9
" 3. Supply	3	-	5	8	2	-	6	8
" 4. Cartographic and Drafting	-	1	3	4	1	1	3	5
" 5. Translating Pool	3	-	3	6	3	-	2	5
Total - Section 1	12	1	18	31	14	1	20	35
Section 2. Division of Public Health								
Chapter 1. Office of Director of Division	2	2	6	10	2	2	7	11
" 2. Nursing	1	2	2	5	-	2	3	5
" 4. Veterinary Public Health	-	1	1	2	-	1	1	2
" 5. Environmental Sanitation	1	-	1	2	-	-	1	1
" 7. Epidemiology and Statistics	4	2	2	8	4	3	3	10
" 8. Health Education	-	-	-	-	-	2	1	3
Total - Section 2	*8	7	12	27	6	10	16	32

(Omitted Sections or Chapters did not have specific Personnel assignments.)

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1951			
	A	P	C	TOTAL	A	P	C	TOTAL
Part II (Cont'd)								
Section 3. Field Offices								
Chapter 1. Field Office, Guatemala	1	3	1	5	1	3	2	6
" 2. Field Office, Lima	-	2	1	3	1	2	1	4
" 3. Field Office, Río	1	1	1	3	1	1	1	3
" 4. Field Office, El Paso	-	2	2	4	-	2	1	3
" 5. Field Office, Trinidad	-	1	-	1	-	1	1	2
To be assigned as needed	-	-	2	2	1	11	4	16
Total Section 3	<u>2.</u>	<u>9.</u>	<u>7</u>	<u>18</u>	<u>4</u>	<u>20</u>	<u>10</u>	<u>34</u>

Section 5. Education Training and General Technical Services

Chapter 1. Office of the Director of the Division	-	-	-	-	-	2	1	3
3. Planning and Medical Administra- tive Practices	2	-	2	4	2	-	3	5

(Omitted Section and Chapters did not have specific personnel assignments).

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1950			
	A	P	C	TOTAL	A	P	C	TOTAL
Part II (Cont'd)								
Section 5. (Cont'd)								
Chapter 5. Fellowships, Seminars, and Technical Training	-	-	-	-	-	-	2	2
Total - Section 5	2	-	2	4	2	2	6	10
Total - Part II	24	17	39	80	27	30	54	111
Part III Pan American Sanitary Bureau - Administration								
Section 1. Office of Director of the Bureau	-	4	5	9	-	3	7	10
Total - Section 1	-	4	5	9	-	3	7	10
Section 2. Division of Administrative Services								
Chapter 1. Office of Director of Division	1	-	1	2	1	-	1	2
" 2. Budget	-	-	1	1	-	-	1	1
" 3. Finance and Accounts	3	-	8	11	3	-	8	11
" 4. Personnel	1	-	1	2	1	-	1	2
" 5. Office Services	2	-	24	26	2	-	26	28
Total - Section 2	7	-	35	42	7	-	37	44

(Omitted Sections or Chapters did not have specific personnel assignments.)

RECAPITULATION OF PERSONNEL

	Personnel Count of 1950				Personnel Count of 1951			
	A	P	C	TOTAL	A	P	C	TOTAL
Part III (Cont'd)								
Section 3. Other Administrative Services								
Chapter 1. Information	2	-	-	2	2	-	1	3
" 2. Legal	-	-	-	-	-	1	1	2
Total - Section 3	2	-	-	2	2	1	2	5
Total - Part III	9	4	40	53	9	4	46	59
Grand Totals								
Part I	2	-	3	5	3	-	3	6
Part II	24	17	39	80	26	33	52	111
Part III	9	4	40	53	9	4	46	59
Total - All Parts	35	21	82	138	38	37	101	176

Note:

P = Professional
A = Administrative
C = Clerical

(Omitted Sections or Chapters did not have specific personnel assignments.)

IV MEETING OF THE DIRECTING COUNCIL
REGIONAL COMMITTEE, WORLD HEALTH ORGANIZATION
Ciudad Trujillo
25-30 September 1950

For details see
Budget pages given
below

PRECIS OF THE PROPOSED BUDGET FOR 1951

Introduction

1 In accordance with Chapter IV, Article 12 (C) of the Constitution of the Pan American Sanitary Organization, the 1951 Budget has been prepared for submission by the Executive Committee, to the IV Meeting of the Directing Council.

Each activity is analyzed separately with indication of its purpose, scope, and needs. Costs are in terms of personnel, travel, space and equipment, and other overall needs are considered on a Bureau-wide basis, except for field offices where estimates cover all costs. Supervisors of each activity prepared their own estimate, thus insuring responsible consideration of needs.

1-2 Budget has three parts:

I. Shows costs which are purely those of the PASO, other than the Bureau.

II. Shows the costs of Bureau operational functions; and

III. Shows the costs of Bureau administration.

3 Each part is divided into sections which, in turn, have chapter subdivisions.

This presentation differs from that of previous years. It follows the pattern adopted by international organizations.

4 In classifying personnel, classifications of the WHO, other international organizations, embassies, and private industry were reviewed and then interpreted in terms of the directive received from the Directing Council at Lima in 1949.

4 Travel costs were estimated in accordance with minimal and operational functions of each activity, and are based on existing tariffs plus per diem for estimated time of travel.

5 In estimating space requirements, number of personnel, space for equipment filing, storage and library needs were considered.

See budget pages below:

↓
5

Each activity has its own justification and cost analysis in terms of resources which may be reasonably expected to be made available. The needs in public health are so extensive that the greatest of care in evaluation was necessary to meet the more pressing demands.

6 The distribution of personnel is given below for ready reference:

	<u>1950</u>	<u>1951</u>	<u>Average Salary</u>
6 Professional personnel	21	34	\$ 6,858
Administrative personnel	35	39	4,788
Clerical personnel	82	103	2,370

The amount asked for by Parts is as follows:

7 Part I - Organizational Meetings	\$ 75,854	3.85%
Part II - Bureau Operations	1,550,102	78.74%
Part III Administration	<u>342,725</u>	<u>17.41%</u>
Total	1,968,681	100.00%
Less Miscellaneous Receipts	<u>25,000</u>	
	<u>\$ 1,943,681</u>	

7-8

Part III includes the entire cost of the Office of the Director of the Bureau which comprises the Director, the Assistant Director, and the Secretary General, together with their clerical and stenographic assistants. The time of this personnel is spent in directing policy and shaping general programs of technical and professional functions, which fact might justify showing this cost under "operations", but it is shown under "administration" because of past practices. If this cost were deducted, the "administrative" portion of the budget would be only 10% of the total budget since the Office of the Director amounts to almost one-third of the "administrative" expenses.

8 Relative budgetary costs in comparison of PASO budget with WHO for 1951 shows the following percentages:

	<u>PASO</u>	<u>WHO</u>
Part I - Organizational Meetings	3.85%	3.48%
Part II - Operations	78.74%	81.45%
Part III - Administration	<u>17.41%</u>	<u>15.07%</u>
	100.00%	100.00%

See budget pages below:

↓
8-9 The budget as prepared for the consideration of the Executive Committee totaled \$2,273,617. The Committee resolved to reduce this figure to \$1,943,681. Besides certain lump sum deductions voted for various portions of the budget, the following basis was decided upon to reduce the budget further:

- 1. Deductions for lapses and delays 5%
- 2. Deductions in Travel 10%
- 3. Deductions in Lapses and Delays in Allowances 5%
- 4. Deductions in other Services 3%
- 5. Deductions in Fixed Charges and Claims 3%
- 6. Deductions in Materials and Supplies 10%
- 7. Deductions in Capital Assets 5%
- 8. Deductions in Undistributed Parts 10%

The total deduction amounts to \$329,936.

12-16 Financial recapitulation of budget by sections and chapters.

Recapitulation of Personnel

(for details, see pages 18, 19, 20, 21 of budget)

	<u>1950</u>	<u>1951</u>
Part I - Organizational Meetings	5	6
Part II - Bureau Operations	80	111
Part III - Administration	<u>53</u>	<u>59</u>
	138	176

RECAPITULATION OF BUDGET
SHOWING OBJECTS OF EXPENDITURES FOR EACH PART
1951

	<u>Part I</u>	<u>Part II</u>	<u>Part III</u>	<u>Total</u>	<u>%</u>
Personal Services	\$ 31,474	\$ 574,616	\$ 205,210	\$ 811,300	41.21
Personal Allowances	3,316	79,173	36,972	119,461	6.07
Travel and Transportation	21,150	161,496	21,031	203,677	10.35
Space & Equipment Services	1,000	43,650	22,000	66,650	3.39
Other Services	10,670	92,693	16,166	119,529	6.07
Materials and Supplies	8,244	174,266	10,912	193,422	9.82
Fixed Charges and Claims		27,820	20,486	48,306	2.45
Grants		22,500		22,500	1.14
Education and Training		158,000		158,000	8.03
Acquisition of Capital Assets		24,082	9,948	34,030	1.73
Undistributed		<u>191,806</u>		<u>191,806</u>	<u>9.74</u>
Total.....	<u>\$ 75,854</u>	<u>\$1,550,102</u>	<u>\$342,725</u>	\$1,968,681	<u>100.00</u>
Less: Miscellaneous Receipts				<u>25,000</u>	
				<u>\$1,943,681</u>	

See budget
pages below:

- 5 -

↓
Outline of budget. For detailed justification, see
respective portion of budget.

23-27 Part I - Organizational Meetings

Chapter 1. Preparation for meetings is a full-year
occupation.

Personnel \$ 27,190

28 Chapter 2. XIII PASB Conference)
4th Meeting Directing Council) 37,694

29 Chapter 3. Executive Committee Meetings 7,370

30 Chapter 4. Special Meetings 3,600

\$ 75,854

Part II - Bureau Operations

31 Comprises six sections whose functions are those
of rendering services to, or in behalf of, the Member
Governments.

32 Section 1. Central Technical Services

33-38 Chapter 1. Library \$ 29,314

Makes available specialized medical
reference material on problems related
to Western Hemisphere.

39-41 Chapter 2. Editorial 45,879

Edits technical publications
(250 papers), monthly bulletin
(7,000 circulation).

42-45 Chapter 3. Supply 37,337

Procures medical supplies to com-
plete programs and meet emergencies,
and for Member Governments.

46-49 Chapter 4. Cartographic and Drafting 22,723

Prepares maps and photographic
material for field surveys as
adjunct to programs, and does
drafting and chart work.

See budget
pages below:

- 6 -

50-52	Chapter 5.	<u>Translating Pool</u>	\$ 20,843
		Provides translation and interpreting services in English, Spanish, Portuguese and French	
53-54	Chapter 6.	<u>Projects</u>	
	a)	Cost of regular Bureau publications: bulletin; weekly and monthly epidemiological reports; educational materials; translation of text books.	36,000
	b)	Statistical Largely for travel to implement Bogota Conference decision to classify recording of morbidity, mortality and vital statistics.	4,403
55	Section 2.	<u>Division of Public Health</u>	
56-59	Chapter 1.	<u>Office of Director of Division</u>	61,405
		Evaluates, supervises and coordinates all public health programs and Field Offices	
60-63	Chapter 2.	<u>Nursing</u>	28,051
		Promotes high standards of nursing service and education	
64-66	Chapter 3.	<u>Nutrition</u>	10,000
		Bureau contribution to program to provide against deficiencies.	
67-70	Chapter 4.	<u>Veterinary Public Health</u>	15,521
		Provides technical strength to field programs. 75 diseases transmissible from animal to man.	
71-74	Chapter 5.	<u>Environmental Sanitation</u>	2,984
		Provides technical advice relative to environmental and sanitary factors affecting epidemic disease. The sum requested is to supplement WHO expenditures.	
75-76	Chapter 6.	<u>Maternal and Child Health</u>	
		No funds requested.	

See budget
pages below:

77-79	Chapter 7.	<u>Epidemiology and Statistics</u>	\$ 51,305.65
		Gathers, evaluates, and disseminates morbidity and mortality statistics	
80-82	Chapter 8.	<u>Health Education</u>	21,655.00
		Promotes health education as a tool in carrying out health programs and disseminating information about simple precautionary measures leading to good health.	
83-87	Section 3.	<u>Field Offices</u>	
		Provide technical, professional and advisory services on public health problems of local and international character.	
		Amount requested	\$ 196,406 for 1951
		Authorized at Lima	<u>141,900</u> for 1950
		Increase	\$ 54,506.00
		Advantages:	
		a. Decentralizes activities providing maximum technical coordination	
		b. Provides greater flexibility of action, and greater facility and efficiency of operations.	
		c. Facilitates use of local personnel whose additional experience thus gained constitutes a lasting value to the community and the country.	
88-90	Chapter 1.	Field Office, Guatemala	\$ 44,644.00
91-94	Chapter 2.	Field Office, Lima	38,382.00
95-98	Chapter 3.	Field Office, Rio de Janeiro	20,977.00
99-101	Chapter 4.	Field Office, El Paso	28,277.00
102-104	Chapter 5.	Field Office, Trinidad	15,717.00

See budget
pages below:

105	Section 4.	<u>Programs Against Specific Diseases</u>	
106-111	Chapter 1.	<u>Smallpox</u>	\$ 112,839
112-115	Chapter 2.	<u>Yellow Fever</u>	60,000
116-124	Chapter 3.	<u>Eradication of Aedes Aegypti</u>	141,806
125-127	Chapter 4.	<u>Plague</u>	33,770
128-131	Chapter 5.	<u>Typhus</u>	37,095
132-134	Chapter 6.	<u>Chagas Disease</u>	37,240
	Chapter 7.	<u>Other Public Health Programs</u>	
135-137	a)	Brucellosis Control	\$ 21,400.00
138-140	b)	Hydatidosis Control	12,220.00
141-145	c)	Rabies Control	23,763.00
146-148	d)	Onchocerciasis Control	19,050.00
149-150	e)	Schistosomiasis Control	27,500.00
151	f)	Contribution to WHO-UNICEF Programs	
	1)	Whooping Cough, Diphteria (Colombia, Chile)	20,000.00
	2)	Yaws (Haiti, Dominican Republic)	37,000.00
	3)	Typhus Control (Peru, Bolivia)	6,000.00
	4)	Insect Control (Central America)	6,000.00
			<u>69,000.00</u>
		Less deduction voted by Executive Committee	9,000.00
			<u>\$ 60,000.00</u>
152-153	Chapter 8.	<u>Leprosy</u> No funds requested	
154	Chapter 9.	<u>Malaria</u> No funds requested	
155-162	Chapter 10.	<u>Venereal Disease</u> (Supplementary to WHO)	50,000.00
		Three laboratories and training centers (Guatemala, Venezuela, Brazil)	
163	Chapter 11.	<u>Tuberculosis</u> (Supplementary to WHO) No funds requested.	

See budget
pages below:

164	Section 5.	<u>Division of Education, Training and General Technical Services</u>	
		Provides	
		a) Education and Training services; and	
		b) Direction to Central Technical Services	
165-172	Chapter 1.	<u>Office of the Director of Division</u>	\$ 22,923
173	Chapter 2.	<u>Food and Drug (Advisory)</u> No funds requested	_____
		Acts as center of information and coordination on matters concerning codes and standards	
174-177	Chapter 3.	<u>Planning and Medical Administrative Practices</u>	25,776
		Advises on matters relating to organizational functions and procedures. Holds medical administrative training institutes. Develops demonstration areas.	
178-180	Chapter 4.	<u>Fellowships, Seminars and Technical Training</u>	155,843
		Coordinates and directs fellowships and training functions.	
181	Section 6.	<u>Technical Meetings</u>	
		Provides financing for professional and technical meetings beyond normal operation of programs	
182-183	Chapter 1.	<u>Nurses Conference</u>	3,306
		Proposes to hold Third Regional Nurses Conference, on invitation of Cuban Government at Havana	
184-185	Chapter 2.	<u>Nurses Workshop</u>	12,500
		Provides for workshop on nursing as applied to communicable diseases which is notably lacking due principally to lack of qualified instructors.	
186-187	Chapter 3.	<u>Veterinary Conference</u>	4,000
		Provides for PASB participation	

See budget
pages below:

in the Food and Agriculture
Organization's First Inter-Ameri-
can Veterinary Conference scheduled
for 1951.

188-189	Section 7.	<u>Common Services</u>	
		Comprises those costs arising from the physical housekeeping needs and fixed operating charges of the organization not including field offices or programs.	
190-191	Chapter 1.	<u>Space and Equipment</u>	\$ 50,000.
		Provides for rental of premises and maintenance and repair of furniture and equipment of premises.	
		Charges pertaining to PART II \$28,000 Charges pertaining to PART III 22,000	
192	Chapter 2.	<u>Other Services</u>	36,740.
		Communications, postage, cables, telephones and other contractual services.	
		Charges pertaining to PART II \$20,574 Charges pertaining to PART III 16,166	
193	Chapter 3.	<u>Materials and Supplies</u>	28,800
		Office Supplies and other expendable items.	
		Charges pertaining to PART II \$17,888 Charges pertaining to PART III 10,912	
194	Chapter 4.	<u>Fixed Charges and Claims</u>	46,560
		Reimbursement of national income tax of staff members and insurance.	
		Charges pertaining to PART II \$26,074. Charges pertaining to PART III 20,486.	
195	Chapter 5.	<u>Grants</u>	
		It is not anticipated that any expenditures will be recorded under this heading, except that it should be noted that some expenditures will occur in disease and field programs.	

See budget
pages below:

196-197 Chapter 6. Acquisition of Capital Assets \$ 22,610

Provides for the purchase of permanent equipment, such as office equipment, library books, etc.

Charges pertaining to PART II \$ 12,662
Charges pertaining to PART III 9,948

198 Section 7.

Chapters 1 through 6 summary of common services

PART II
SECTION 7

Chapters 1 through 6: SUMMARY OF COMMON SERVICES

	<u>PART II</u> <u>SECTION 7</u>	<u>PART III</u> <u>SECTION 4</u>	<u>TOTAL</u>
Chapter 1	\$ 28,000	\$ 22,000	\$ 50,000.
Chapter 2	20,574	16,166	36,740
Chapter 3	17,888	10,912	28,800
Chapter 4	26,074	20,486	46,560
Chapter 5	—	—	—
Chapter 6	<u>12,662</u>	<u>9,948</u>	<u>22,610</u>
	<u>\$ 105,198.</u>	<u>\$ 79,512</u>	<u>\$ 184,710</u>

199 Part III - Pan American Sanitary Bureau - Administration

200-201 Section 1. Office of the Director of the Bureau \$90,091

Includes the Director, the Assistant Director, the Secretary General, and their clerical and stenographic personnel.

202 Section 2. Division of Administrative Services 15,608

203-207 Chapter 1. Office of the Director of Division

Gives direction to the Division of Administrative Services in accordance with the policies and needs of the Organization.

See budget
pages below:

- 12 -

208- 211	Chapter 2.	<u>Budget</u>	\$ 7,754
		Compiles and coordinates budget material. Formulates estimates based on evaluation of medical programs developed by professional and operating officials. Maintains periodical and routine controls of funds.	
212-215	Chapter 3.	<u>Finance and Accounts</u>	45,130
		Correlates all activities of an accounting, disbursement and banking nature.	
216-219	Chapter 4.	<u>Personnel</u>	8,649
		Provides technical services with reference to employment and personnel matters. Recruits personnel and maintains employment, time and efficiency records.	
220-228	Chapter 5.	<u>Office Services</u>	72,350
		Provides all service functions within Headquarters and such assistance to field offices as indicated.	
229	Section 3.	<u>Other Administrative Services</u>	
230-232	Chapter 1.	<u>Information</u>	13,513
		Provides focal point of information for member governments concerning aims, purposes, and accomplishments in the general field of public health.	
233-235	Chapter 2.	<u>Legal</u>	10,118
		Provides adequate legal facilities to Headquarters and to field operations.	
236-237	Section 4.	<u>Common Services, Part III</u>	79,512
		See discussion and totals under Part II, Section 7, Chapters 1 through 6, Pages 188-198	
		Total of the 1951 budget	\$1,943,681
		Total of the 1950 budget	<u>1,742,035</u>
		Total increase requested	\$201,646

A-226.12

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COMPARISON BETWEEN THE BUREAU'S PROPOSAL
AND THE EXECUTIVE COMMITTEE RECOMMENDATION

	Bureau's Proposal	Executive Committee Reduction				Executive Committee's Recommendation	
		Specific	Percentage %	Total	%		
<u>S U M M A R Y</u>							
PART I	Pan American Sanitary Organization	\$81,281	\$ -	\$ 5,427	\$ 5,427	6.9	\$ 75,854
PART II	Pan American Sanitary Bureau - Operations	1,854,392	222,752	81,538	304,290	16.4	1,550,102
PART III	Pan American Sanitary Bureau - Administration	362,944	2,210	18,009	20,219	5.6	342,725
	Total All Parts	\$2,298,617	\$224,962	\$104,974	\$329,936	14.4	\$ 1,968,681
	Less: Miscellaneous Income	25,000					25,000
		<u>\$2,273,617</u>					<u>\$ 1,943,681</u>

The column headed "Percentage" under the general heading, "Executive Committee Reduction", refers to the percentages indicated on page 9 of document CD4, P. /1.

Parenthetic figures under the general heading, "Executive Committee Reduction," indicate additions to the amounts originally budgeted.

Field Offices are not detailed since the instructions of the 10th Executive Committee were to use examples only and to make no attempt to specify offices at this time.

1951 BUDGET

COMPARISON BETWEEN THE BUREAU'S PROPOSAL
AND THE EXECUTIVE COMMITTEE RECOMMENDATION

PART I	Bureau's Proposal	Executive Committee Reductions				Executive Committee Recommendation
		Specific	Percentages	Total	%	
<u>PAN AMERICAN SANITARY ORGANIZATION</u>						
SECTION 1. ORGANIZATIONAL MEETINGS						
Chapter 1. Conference	\$ 28,621	-	\$ 1,431	\$1,431	5.0	\$27,190
Chapter 2. Meetings of the Direc- ting Council	40,660	-	2,966	2,966	7.3	37,694
Chapter 3. Meetings of the Exe- cutive Committee	8,000	-	630	630	7.9	7,370
Chapter 4. Special Meetings	4,000	-	400	400	10.0	3,600
TOTAL PART I	<u>\$ 81,281</u>	-	<u>\$ 5,427</u>	<u>\$5,427</u>	6.9	<u>\$ 75,854</u>

Bureau's Proposal	Executive Committee Reductions				Executive Committee's Recommendation
	Specific	Percentages	Total	%	

PART II

PAN AMERICAN SANITARY BUREAU
OPERATIONS

SECTION 1. Central Technical Services

Chapter 1. Library	\$32,857	\$1,800	\$1,743	\$3,543	10.8	\$29,314
Chapter 2. Editorial	49,452	1,000	2,573	3,573	7.2	45,879
Chapter 3. Supply	40,196	700	2,159	2,859	7.1	37,337
Chapter 4. Cartographic and Drafting	26,169	2,025	1,421	3,446	13.2	22,723
Chapter 5. Translating Pool	21,941	-	1,098	1,098	5.0	20,843
Chapter 6. Projects:						
(a) Publications	40,000	-	4,000	4,000	10.0	36,000
(b) Statistics	7,023	2,023	597	2,620	37.3	4,403
Total Section 1	\$217,638	\$7,548	\$13,591	\$21,139	9.7	\$196,499

PART II (Cont'd)

Bureau's Proposal	Executive Committee Reductions				Executive Committee's Recommendation	
	Specific	Percen- tages	Total	%		
SECTION 2. <u>Division of Public Health</u>						
Chapter 1. Office of the Director of Division	\$66,216	\$1,000	\$3,811	\$4,811	7.3	\$61,405
Chapter 2. Nursery	29,843	-	1,792	1,792	-	28,051
Chapter 3. Nutrition	10,000	-	-	-	-	10,000
Chapter 4. Veterinary Public Health	16,575	-	1,054	1,054	6.4	15,521
Chapter 5. Environmental Sani- tation	3,141	-	157	157	5.0	2,984
Chapter 6. Maternal and Child Health	9,000	8,550	450	9,000	100.0	-
Chapter 7. Epidemiology and Statis- tics	56,410	2,000	3,105	5,105	9.0	51,305
Chapter 8. Health Education	23,005	-	1,350	1,350	5.9	21,655
Total Section 2	\$214,190	\$11,550	\$11,719	\$23,269	10.9	\$190,921
SECTION 3. <u>Field Offices</u>	\$261,262	\$50,000	\$14,809	\$64,809	24.8	\$196,453

Bureau's Proposal	Executive Committee Reductions				Executive Committee's Recommendation	
	Specific	Percentages	Total	%		
SECTION 4. <u>Programs Against Specific Diseases</u>						
Chapter 1. Smallpox	\$150,000	\$30,000	\$7,161	\$37,161	24.8	\$112,839
Chapter 2. Yellow Fever	95,000	35,000	-	35,000	36.8	60,000
Chapter 3. <u>Aedes Aegypti</u> Eradication	148,476	-	6,670	6,670	4.5	141,806
Chapter 4. Plague	36,000	-	2,230	2,230	6.2	33,770
Chapter 5. Typhus	48,000	7,000	3,905	10,905	22.7	37,095
Chapter 6. Chagas Disease	51,200	10,000	3,960	13,960	27.3	37,240
Chapter 7. Other Public Health Programs						
(a) Brucellosis	27,275	4,000	1,875	5,875	21.5	21,400
(b) Hydatidosis	13,250	-	1,030	1,030	7.8	12,220
(c) Rabies	32,250	6,000	2,487	8,487	26.3	23,763
(d) Onchocerciasis	21,000	-	1,950	1,950	9.3	19,050
(e) Schistosomiasis	34,000	4,000	2,500	6,500	19.1	27,500
(f) Contributions to WHO- UNICEF Projects	69,000	9,000	-	9,000	13.0	60,000
Chapter 8. Leprosy	30,000	30,000	-	30,000	100.0	-
Chapter 9. Malaria (Supp. to WHO)	5,000	5,000	-	5,000	100.0	-
Chapter 10. Venereal Diseases (Supp. to WHO)	50,000	-	-	-	-	50,000
Chapter 11. Tuberculosis (Supp. to WHO)	-	-	-	-	-	-
Total Section 4	\$810,451	\$140,000	\$33,768	\$173,768	21.4	\$636,683

SECTION	Bureau's Proposal	Executive Committee Reductions			%	Executive Committee's Recommendation	
		Specific	Percentage	Total			
<u>SECTION 5. Education and Training and General Technical Services Division</u>							
Chapter 1.	Office of Director of Division	\$ 24,360	-	\$ 1,437	\$ 1,437	5.9	\$ 22,923
Chapter 2.	Food and Drug (Advisory)	8,939	\$ 8,464	475	8,939	100.0	-
Chapter 3.	Planning and Medical Administrative Practices	27,238	-	1,462	1,462	5.4	25,776
Chapter 4.	Fellowships, Seminars and Technical Training	156,150	-	307	307	.2	155,843
Total Section 5		\$216,687	\$ 8,464	\$ 3,681	\$12,145	5.6	\$ 204,542
<u>SECTION 6. Technical Meetings</u>							
Chapter 1.	Nurses' Conference	\$ 3,456	\$ 150	\$ -	\$ 150	4.3	\$ 3,306
Chapter 2.	Nurses Workshop	12,500	-	-	-	-	12,500
Chapter 3.	Veterinary Conference	4,000	-	-	-	-	4,000
Total Section 6		\$ 19,956	\$ 150	-	\$ 150	.8	\$ 19,806
<u>SECTION 7. Common Services (Part II)</u>							
Chapter 1.	Space and Equipment Services	\$ 30,800	\$ 2,800	\$ -	\$ 2,800	9.1	\$ 28,000
Chapter 2.	Other Services	23,520	2,240	706	2,946	12.5	20,574
Chapter 3.	Materials and Supplies	19,680	-	1,792	1,792	9.1	17,888
Chapter 4.	Fixed Charges and Claims	26,880	-	806	806	3.0	26,074
Chapter 5.	Grants	-	-	-	-	-	-
Chapter 6.	Acquisition of Capital Assets	13,328	-	666	666	5.0	12,662
Total Section 7		\$ 114,208	\$ 5,040	\$ 3,970	\$ 9,010	7.9	\$ 105,198
TOTAL PART II		\$1,854,392	\$222,752	\$ 81,538	\$304,290	16.4	\$1,550,102

PART III

PAN AMERICAN SANITARY BUREAU - ADMINISTRATION

Section 1. Office of the Director of the Bureau

Section 2. Division of Administrative Services

Chapter 1. Office of Director of Division

Chapter 2. Budget

Chapter 3. Finance and Accounts

Chapter 4. Personnel

Chapter 5. Office Services

Total Section 2

Section 3. Other Administrative Services

Chapter 1 Information

Chapter 2 Legal

Total Section 3

Section 4 Common Services (Part III)

Chapter 1 Space and Equipment Services

Chapter 2 Other Services

Chapter 3 Materials and Supplies

Chapter 4 Fixed Charges and Claims

Chapter 5 Grants

Chapter 6 Acquisition of Capital Assets

Total Section 4

Total Part III

Bureau's Proposal	Executive Committee Reductions			%	Executive Committee's Recommendation
	Specific	Percentage	Total		
\$95,605	-	\$5,514	\$5,514	5.8	\$90,091
\$17,114	\$500	\$1,006	\$1,506	8.8	\$15,608
8,241	-	487	487	5.9	7,754
45,136	(2,250)	2,256	6	-	45,130
8,104	-	455	455	5.0	8,649
76,158	-	3,808	3,808	5.0	72,350
\$155,753	\$1,750	\$8,012	\$6,262	4.0	\$149,491
\$14,330	-	\$817	\$817	5.7	\$13,513
10,664	-	546	546	5.1	10,118
\$24,994	-	\$1,363	\$1,363	5.5	\$23,631
24,200	\$2,200	-	\$2,200	9.1	\$22,000
18,480	1,760	554	2,314	12.5	16,166
12,320	-	1,408	1,408	11.4	10,912
21,120	-	634	634	3.0	20,486
-	-	-	-	-	-
10,472	-	524	524	5.0	9,948
\$86,592	\$3,960	\$3,120	\$7,080	8.2	79,512
\$362,944	\$2,210	\$18,009	\$20,219	5.6	\$342,725

IV MEETING OF THE DIRECTING COUNCIL
REGIONAL COMMITTEE, WORLD HEALTH ORGANIZATION
Ciudad Trujillo
25-30 September 1950
COMMITTEE ON PROGRAM AND BUDGET
PROGRAM AND BUDGET FOR 1951 OF THE PAN AMERICAN
SANITARY BUREAU

ANALYSIS OF MATERIALS AND SUPPLIES

Part I	Organization Meetings Materials and Supplies		\$ 8,244.00
Part II	Operations		
	Publications	\$ 36,000.00	
	Zone Offices (<u>\$337 per capita</u> Materials & Supplies)	10,800.00	
	Disease Programs (Materials & Supplies)	109,578.00	
	Common Services (Part II only) (<u>\$181 per capita</u>)	14,488.00	
	Binding Costs	<u>3,400.00</u>	
	Total Part II		174,266.00
Part III	Administration Common Services (Part III only) (Materials & Supplies, <u>\$181 per capita</u>)		<u>10,912.00</u>
	TOTAL:		\$ <u>193,422.00</u>
			9.82% of total budget

IV REUNION DEL CONSEJO DIRECTIVO
COMITE REGIONAL, ORGANIZACION MUNDIAL DE LA SALUD
Ciudad Trujillo
25-30 septiembre 1950

COMISION DE PROGRAMA Y PRESUPUESTO

PROGRAMA Y PRESUPUESTO DE LA OFICINA SANITARIA PANAMERICANA
PARA 1951

ANALISIS DE MATERIALES Y SUMINISTROS

Parte I	Reuniones de la Organización Materiales y Suministros	\$ 8,244.00
Parte II	Actividades	\$ 36,000.00
	Publicaciones	
	Oficinas de Zona (\$337.00 per capita, Materiales y Suministros)	10,800.00
	Programas contra enfermedades (Materiales y Suministros)	109,578.00
	Servicios Generales (sólo Parte II) (\$181.00 per capita)	14,488.00
	Gastos de encuadernación	<u>3,400.00</u>
	Total Parte II	\$174,266.00
Parte III	Administración Servicios Generales (sólo Parte III) (Materiales y Suministros, \$181.00 per capita)	<u>10,912.00</u>
	TOTAL	<u>\$193,422.00</u>

9.82% del pre-
supuesto total

IV MEETING OF THE DIRECTING COUNCIL
Ciudad Trujillo
25-30 September 1950

SCALE OF CONTRIBUTIONS FOR THE 1951 PROPOSED BUDGET

In accordance with Article 60 of the Pan American Sanitary Code, assessments of the Bureau's budget are prorated on the same basis as those of the Pan American Union. The following resolution of the Council of the Organization of American States sets forth the percentage rates which will be effective for the Union, and thereby for the Bureau for 1950-51, with provision for the years 1951-52 and 1952-53 as well.

Resolution

"THE COUNCIL OF THE ORGANIZATION OF AMERICAN STATES

RESOLVES:

"1. To adopt a maximum limit of 66 per cent of the total Member assessment upon the amount which any Member State shall be assessed in any single year.

"2. To apportion the remainder on the basis of the relative capacities of Members to pay and to use the relative positions of the American States on the current United Nations scale of contributions as the determining factor for this purpose.

"3. In view of the difficulties that would be presented to the countries affected by an immediate application of the provisions of the two foregoing articles, to implement these provisions in three successive stages, with the gradual reduction of the maximum limit and the gradual application of the United Nations scale, in accordance with the following tables:

IV REUNION DEL CONSEJO DIRECTIVO
Ciudad Trujillo
25-30 septiembre 1950

ESCALA DE CONTRIBUCIONES PARA EL PROYECTO DE PRESUPUESTO PARA 1951

De acuerdo con el Artículo 60 del Código Sanitario Panamericano, las contribuciones del presupuesto de la Oficina se calculan sobre la misma base que las de la Unión Panamericana. La siguiente resolución del Consejo de la Organización de Estados Americanos establece las cuotas de porcentaje que se harán efectivas para la Unión, y por lo tanto para la Oficina, en 1950-51, considerando igualmente los años 1951-52 y 1952-53.

Resolución

"EL CONSEJO DE LA ORGANIZACION DE ESTADOS AMERICANOS

RESUELVE:

"1. Adoptar un límite máximo del 66 por ciento de la contribución total del Miembro, en la cantidad que cualquier Estado Miembro deberá contribuir en un año dado.

"2. Prorratear el resto basándolo en la capacidad de pago de los Miembros, utilizando las posiciones de los Estados Americanos en la actual escala de contribuciones de las Naciones Unidas, como factor determinante para este objeto.

"3. En vista de las dificultades que pudieran presentarse a los países afectados, por la aplicación inmediata de las medidas de los artículos anteriores, estas medidas podrían ponerse en vigor en tres etapas sucesivas, reduciendo así gradualmente el límite máximo y aplicando gradualmente la escala de las Naciones Unidas, de acuerdo con la Tabla siguiente:

	<u>1950-51</u>	<u>1951-52</u>	<u>1952-53</u>
Argentina	6.21	7.85	9.50
Bolivia	.55	.48	.41
Brazil	9.07	9.29	9.50
Chile	1.66	1.99	2.31
Colombia	1.90	1.90	1.90
Costa Rica	.17	.19	.21
Cuba	1.21	1.35	1.49
Dominican Republic	.32	.29	.26
Ecuador	.43	.34	.26
El Salvador	.32	.29	.26
Guatemala	.46	.36	.26
Haiti	.42	.31	.20
Honduras	.22	.21	.20
Mexico	3.73	3.48	3.24
Nicaragua	.21	.21	.20
Panama	.19	.22	.26
Paraguay	.21	.21	.20
Peru	1.23	1.13	1.03
Uruguay	.67	.80	.92
Venezuela	1.09	1.24	1.39
United States of America	<u>69.73</u>	<u>67.86</u>	<u>66.00</u>
Total.....	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

"4. The foregoing tables shall be subject to modification as a result of changes in the relative position of the American States in the scale of contributions of the United Nations, with the exception of any States to which the maximum limit established in this Resolution is applied. They shall also be subject to revision in accordance with the principle that the per capita quota of any Member State should not exceed the per capita quota of the Member State to which has been assigned the highest total quota.

"5. The Council shall take into account the progress of the methodological economic studies being carried on by the United Nations and specialized organizations on the definition, analysis and evaluation of the factors influencing the ability of the countries to pay, in order to ensure the continued technical improvement of the bases of financing the Pan American Union and in order to make effective the determination of the countries to contribute their just share toward its support."

	<u>1950-51</u>	<u>1951-52</u>	<u>1952-53</u>
Argentina	6.21	7.85	9.50
Bolivia	.55	.48	.41
Brasil	9.07	9.29	9.50
Chile	1.66	1.99	2.31
Colombia	1.90	1.90	1.90
Costa Rica	.17	.19	.21
Cuba	1.21	1.35	1.49
República Dominicana	.32	.29	.26
Ecuador	.43	.34	.26
El Salvador	.32	.29	.26
Guatemala	.46	.36	.26
Haiti	.42	.31	.20
Honduras	.22	.21	.20
México	3.73	3.48	3.24
Nicaragua	.21	.21	.20
Panamá	.19	.22	.26
Paraguay	.21	.21	.20
Perú	1.23	1.13	1.03
Uruguay	.67	.80	.92
Venezuela	1.09	1.24	1.39
Estados Unidos de Norte América	<u>69.73</u>	<u>67.86</u>	<u>66.00</u>
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

"4. La tabla precedente será modificada como resultado del cambio en la posición de los Estados Americanos en la escala de contribuciones de las Naciones Unidas, con excepción de cualquier Estado, al cual se aplica el límite máximo establecido en esta Resolución. Será revisado de acuerdo con el principio que la cuota por habitante de cualquier Estado Miembro no deberá exceder la cuota por habitante del Estado Miembro al cual se le ha fijado la mayor cuota total.

"5. El Consejo tomará en consideración el progreso de los estudios económico-metodológicos que las Naciones Unidas y sus organizaciones especializadas llevan a cabo sobre la definición, análisis y evaluación de los factores que influyen la capacidad de pago de los países, a fin de garantizar el mejoramiento técnico continuo de las bases financieras de la Unión Panamericana, y hacer efectiva la decisión de los países de aportar su justa contribución a fin de mantenerla."

A continuación se presenta un análisis de las cuotas de contribuciones de la Oficina Sanitaria Panamericana para el año 1951 basada sobre la tabla de la Unión Panamericana para el año fiscal 1950-51 de acuerdo con la Resolución ya mencionada de la Organización de Estados Americanos:

Following is the breakdown of Pan American Sanitary Bureau quota contributions for the year 1951 based on Pan American Union table for the fiscal year 1950-51 in accordance with the above Resolution of the Organization of American States:

<u>Country</u>	<u>Percentage</u>	<u>Amount</u>
Argentina	6.21%	\$ 120,703.00
Bolivia	.55%	10,690.00
Brazil	9.07%	176,292.00
Chile	1.66%	32,265.00
Colombia	1.90%	36,930.00
Costa Rica	.17%	3,304.00
Cuba	1.21%	23,519.00
Dominican Republic	.32%	6,220.00
Ecuador	.43%	8,358.00
El Salvador	.32%	6,220.00
Guatemala	.46%	8,941.00
Haiti	.42%	8,163.00
Honduras	.22%	4,276.00
Mexico	3.73%	72,499.00
Nicaragua	.21%	4,082.00
Panama	.19%	3,683.00
Paraguay	.21%	4,082.00
Peru	1.23%	23,907.00
Uruguay	.67%	13,023.00
Venezuela	1.09%	21,186.00
United States of America	<u>69.73%</u>	<u>1,355,328.00</u>
Total.....	<u>100.00%</u>	<u>\$1,943,681.00</u>

<u>País</u>	<u>Porcentaje</u>	<u>Cantidad</u>
Argentina	6.21%	\$ 120,703.00
Bolivia	.55%	10,690.00
Brasil	9.07%	176,292.00
Chile	1.66%	32,265.00
Colombia	1.90%	36,930.00
Costa Rica	.17%	3,304.00
Cuba	1.21%	23,519.00
República Dominicana	.32%	6,220.00
Ecuador	.43%	8,358.00
El Salvador	.32%	6,220.00
Guatemala	.46%	8,941.00
Haiti	.42%	8,163.00
Honduras	.22%	4,276.00
México	3.73%	72,499.00
Nicaragua	.21%	4,082.00
Panamá	.19%	3,683.00
Paraguay	.21%	4,082.00
Perú	1.23%	23,907.00
Uruguay	.67%	13,023.00
Venezuela	1.09%	21,186.00
E.U.A.	<u>69.73%</u>	<u>1,355,328.00</u>
Total.....	<u>100.00%</u>	<u>\$ 1,943,681.00</u>

Pan American Sanitary Bureau
Regional Office of the
World Health Organization

CD4/PP/1
Annex II
Ciudad Trujillo
27 September 1950

IV MEETING OF THE DIRECTING COUNCIL
REGIONAL COMMITTEE, WORLD HEALTH ORGANIZATION
Ciudad Trujillo
25-30 September 1950

COMMITTEE ON PROGRAM AND BUDGET

President
Fourth Meeting
Directing Council
Pan American Sanitary Organization

The delegation of the United States of America submits as a document relevant to consideration of the 1951 budget of the Pan American Sanitary Organization, the Report of the Committee on Finances of the Organization of American States. It is requested that this be circulated as a document of the Fourth Meeting of the Directing Council.

(S) H. van Zile Hyde
Dr. H. van Zile Hyde
Alternate U. S. Representative
Acting Chairman, U.S. Delegation

Oficina Sanitaria Panamericana
Oficina Regional de la
Organización Mundial de la Salud

CD4/PP/1
Anexo I
Ciudad Trujillo
27 septiembre 19

IV REUNION DEL CONSEJO DIRECTIVO
COMITE REGIONAL, ORGANIZACION MUNDIAL DE LA SALUD
Ciudad Trujillo
25-30 septiembre 1950

COMISION DE PROGRAMA Y PRESUPUESTO

Señor Presidente
de la Cuarta Reunión del
Consejo Directivo de la
Organización Sanitaria Panamericana

La delegación de los Estados Unidos de América presenta el Informe de la Comisión de Finanzas de la Organización de los Estados Americanos como un documento digno de ser considerado en relación con el presupuesto de la Organización Sanitaria Panamericana para el año 1951. Se solicita que este informe se haga circular como un documento de la Cuarta Reunión del Consejo Directivo.

(F) H. van Zile Hyde
Dr. H. van Zile Hyde
Delegado Suplente
de E. U. A.
Presidente Interino
Delegación de E. U. A.

C-i-83-E

REPORT OF THE COMMITTEE ON FINANCES
RELATIVE TO
THE DRAFT BUDGET OF THE PAN AMERICAN SANITARY BUREAU

Submitted to the
Council of the Organization of American States
at the meeting held on
October 4, 1950

A.689.1

INFORME DE LA COMISION DE FINANZAS RELATIVO
AL PROYECTO DE PRESUPUESTO DE LA
OFICINA SANITARIA PANAMERICANA

Sometido al
Consejo de la Organización de los Estados Americanos
en la sesión del
4 de octubre de 1950

REPORT OF THE COMMITTEE ON FINANCES RELATIVE TO
THE DRAFT BUDGET OF THE PAN AMERICAN SANITARY
BUREAU

The Pan American Sanitary Bureau has transmitted to the Committee on Finances the draft program and draft budget of the Bureau for 1951, approved by the Executive Committee of the Directing Council of the Pan American Sanitary Organization with a view to its submission for consideration by the Directing Council.

These drafts were submitted in compliance with the provisions of the Agreement concluded between the Council of the Organization of American States and the Directing Council of the Pan American Sanitary Organization, Article XIII of which stipulates that the draft budget prepared by the said Executive Committee for the forthcoming financial year shall be presented by the Sanitary Organization, through its appropriate organ, to the Council of the Organization of American States, as soon as the draft is ready and, if possible, prior to September 15. In addition, Article XIV of the Agreement provides that, once the draft has been approved by the Directing Council, the Pan American Union shall forward the approved budget to the Governments, together with a statement of the quotas assigned to the respective Governments for the maintenance of the Bureau.

The draft budget is a voluminous document, comprising 240 pages, and consequently it was deemed inadvisable to append the draft to the present report. The document in question is an extremely detailed piece of work, giving a very precise picture of the program of the Sanitary Organization and obviously representing the results of painstaking toil. The work plan outlined in the report reflects the importance of the contribution that the Bureau is making toward the economic and social advancement of the American peoples. Unquestionably, the work of the Bureau merits praise, and it is our hope that all the Members of the Organization of American States will continue to extend both moral and financial support to the efforts of that agency.

Having examined the aforementioned report, the Committee on Finances wishes to make several comments and observations regarding the draft budget.

1. In the first place, the budget as drawn up by the Executive Committee shows only the expenditures proposed for the year 1951. This method of presentation, detailed and comprehensive though it may be, has the defect of making it difficult to compare the proposed activities and disbursements with those of preceding years or of the current period. Comparison would be greatly facilitated if the draft indicated, in addition to the expenditures contemplated for the forthcoming financial year, the expenses incurred during the preceding year (1949, in the present case) and also the estimated expenses of the current year (that is to say, 1950). That is

INFORME DE LA COMISION DE FINANZAS RELATIVO AL
PROYECTO DE PRESUPUESTO DE LA OFICINA
SANITARIA PANAMERICANA

La Oficina Sanitaria Panamericana ha enviado a esta Comisión de Finanzas el plan de trabajo y proyecto de presupuesto que aprobó el Comité Ejecutivo del Consejo Directivo de la Organización Sanitaria Panamericana para el año 1951, y que será sometido al estudio del Consejo Directivo.

Esta presentación se ha hecho en cumplimiento de lo dispuesto en el Acuerdo celebrado entre el Consejo de la Organización de los Estados Americanos y el Consejo Directivo de la Organización Sanitaria Panamericana, cuyo Artículo XIII establece que ésta última, por medio de su órgano competente, dará a conocer al Consejo de la OEA el proyecto de presupuesto preparado por el Comité Ejecutivo de la Organización Sanitaria Panamericana para el siguiente año fiscal, luego que dicho proyecto esté listo y, de ser posible, antes del 15 de septiembre. Por otra parte, el Artículo XIV estipula que, una vez aprobado el proyecto por el Consejo Directivo, la Unión Panamericana comunicará a los Gobiernos el presupuesto con una relación de la cuota que a cada Gobierno le corresponda aportar para el sostenimiento de la Oficina.

El proyecto de presupuesto es un documento voluminoso de 240 páginas, y por esta razón no se ha juzgado conveniente acompañarlo al presente informe. Se trata de un trabajo minucioso que da una idea muy precisa del programa de la Organización Sanitaria, y evidentemente representa el fruto de una labor esmerada. El plan de trabajos expuesto en el Informe refleja la gran contribución que la Oficina Sanitaria está haciendo para el mejoramiento económico y social de los pueblos de América. No cabe duda de que la obra de la Oficina es digna de encomio, y esperamos que todos los Miembros de la Organización de los Estados Americanos continúen prestando su apoyo, tanto moral como económico, a los esfuerzos que éste organismo realiza.

Después de haber estudiado el referido informe, la Comisión de Finanzas desea hacer varios comentarios y observaciones sobre el proyecto de presupuesto:

1. En primer lugar, dicho proyecto, tal como ha sido preparado, muestra sólo las erogaciones que se propone hacer durante el año 1951. Este método de presentación, por más detallado y extenso que sea, tiene el inconveniente de que se han efectuado en años anteriores o con los que se efectúan en la actualidad. Se facilitarían mucho las comparaciones si, además de los gastos propuestos para el año económico venidero, el proyecto mostrara las erogaciones en que se incurrió durante el año anterior - en este caso en 1949 - así como un

the most widely accepted method of preparing budgetary estimates, and the undersigned believe that adoption of such a method would give the Governments of the Member States a clearer idea of the activities and expenses of the Bureau. While the Committee realizes that, owing to the rapid expansion of the Sanitary Bureau during recent years, comparative presentation of actual and estimated expenditures would be difficult in the present case, it is nevertheless of the opinion that adoption of the practise suggested will be advisable in the future.

2. The draft budget drawn up by the Executive Committee is very comprehensive in so far as proposed outlay is concerned, but it provides no details in regard to income; that is to say, the draft fails to specify the amount of the quota to be contributed by each individual Government toward the maintenance of the Bureau. On this point, it merely states that during the financial year 1951 expenditures will total \$1,943,681.00, and that the sum in question shall be financed through contributions to be made by the Governments of the Member States in accordance with Article 60 of the Pan American Sanitary Code. It is the understanding of the members of the Committee on Finances that the bases for financing the Pan American Sanitary Bureau are identical with those that govern the financing of the Pan American Union. Although the quota to be assigned to each particular Government can thus be readily determined, study of the budget would be facilitated by including therein a detailed statement of the respective national quotas.

3. As is evident from the draft under consideration, the proposed expenditures on which the 1951 quotas will be based, amount to \$1,943,681.00, representing an increase of \$201,646.00 over the total sum expended in 1950. It is true that the health needs of the American nations are so great that they would justify this increase, and even a much larger budgetary estimate, if those needs were the only factors to be considered. During the past five years, the quotas assigned to meet the requirements of the respective annual budgets came to the following totals:

1945-1946	\$	114,185.61
1946-1947		115,677.65
1947 (July-December)		58,345.75
1948		284,540.79
1949		1,700,000.00
1950		1,742,035.00

cálculo de los gastos del año corriente - o sea de 1950-. Este es el método más corriente de preparar los cálculos presupuestarios, y los infrascritos consideran que daría a los Gobiernos de los Estados Miembros una idea más clara de las actividades y gastos de la Oficina. La Comisión comprende que debido a la rápida expansión de la Oficina Sanitaria durante los últimos años, sería difícil hacer una presentación comparativa de los gastos y los cálculos en el caso de este informe, pero juzga conveniente que se siga esta práctica en los años futuros.

2. El presupuesto formulado por el Comité Ejecutivo es muy completo en cuanto se refiere a los gastos propuestos, pero no da detalles de los ingresos; es decir, no especifica el monto de la cuota con que cada Gobierno ha de contribuir al sostenimiento de la Oficina. Con respecto a este punto, el proyecto se limita a exponer que durante el año económico de 1951 los egresos ascenderán a \$1.943.681,00, y que esta suma será financiada mediante contribuciones que harán los Gobiernos de los Estados Miembros con arreglo a lo dispuesto en el artículo 60 del Código Sanitario Panamericano. Los miembros de la Comisión de Finanzas tienen entendido que las bases de financiación de la Oficina Sanitaria Panamericana son las mismas que rigen para el sostenimiento de la Unión Panamericana. Si bien es fácil determinar las cuotas que corresponden a los diversos Gobiernos, facilitaría el examen del presupuesto si éste llevara una relación detallada de las cuotas individuales por países.

3. Según consta en el presupuesto en estudio las erogaciones propuestas en que se basarán las cuotas para 1951 ascienden a la suma de \$1.943.681,00 y representa un incremento de \$201.646,00 sobre el total de los egresos en 1950. Es cierto que las necesidades relacionadas con la salud de los pueblos de América son de tal magnitud que pueden justificar dicho aumento y hasta un presupuesto mucho mayor, si dichas necesidades fueran el único factor. En los cinco años anteriores las cuotas fijadas para cubrir los presupuestos respectivos han ascendido a las sumas siguientes:

1945-1946	\$	114.185,61
1946-1947		115.677,65
1947 (julio a diciembre)		58.345,75
1948		284.540,79
1949		1.700.000,00
1950		1.742.035,00

The foregoing figures show that the estimate of expenditures for 1951 exceeds the estimate for any preceding year, and that it has been the practise of the Pan American Sanitary Organization to increase its budget from year to year.

The information furnished by the Director of the Sanitary Bureau to the Committee on Finances reveals a discrepancy between the outlays authorized in the budget and the income received during the year to provide for them; in other words, there is considerable delay in the payment of the quotas due from the Member States to the Sanitary Bureau. Because of this delay, the Bureau is compelled to limit its annual expenditures to a sum considerably smaller than the total approved in the budget, with the result that the quotas paid on time are used to meet an increasingly larger proportion of the disbursements actually made.

If this problem could be solved, and if the Member States be reasonably prompt in paying their quotas for the support of the Sanitary Bureau, the proposed increase in the budget might become unnecessary and the Bureau could limit the total of its appropriations for 1951 to a sum identical with that authorized for 1950.

The problem of bringing the Bureau's budget into conformity with the sum that can be contributed by the Member State as a whole, is one that should receive careful consideration from the appropriate organs of the Sanitary Organization.

4. In view of the activities of the Pan American Sanitary Bureau as Regional Office of the World Health Organization, the Committee ventures to offer a final suggestion to the effect that future draft budgets of the Bureau should reflect in greater detail the financial relationship between that agency and the WHO. The draft now under consideration contains scattered refererences to personnel whose salaries are covered by funds received from the WHO; but it gives no precise indication of the sum total of such salaries and consequently no clear idea of the total cost of the health program for which the Bureau is responsible. It would be helpful to the Governments if future budgets were to outline in greater detail the relationship between the services and activities of the Pan American Sanitary Bureau and those of the World Health Organization.

.....

The Executive Committee and the Directing Council of the Pan American Sanitary Organization are scheduled to meet at Ciudad Trujillo during the second fortnight in September;

Estas cifras demuestran que el presupuesto de gastos para 1951 es mayor que los de años anteriores y que la Organización Sanitaria Panamericana ha seguido la práctica de ir aumentando su presupuesto en el transcurso de los años.

Las informaciones que el Director de la Oficina Sanitaria ha ofrecido a la Comisión, indican una disparidad entre los gastos autorizados en el presupuesto y los ingresos que se reciben durante el año para cubrirlos; en otras palabras, hay tardanzas considerables en los pagos de las cuotas de los Estados Miembros a la Oficina Sanitaria. Esto obliga a la Oficina Sanitaria a limitar sus gastos anuales a una suma considerablemente inferior a la aprobada en el presupuesto, con el efecto de que las cuotas que se pagan a tiempo cubren una proporción cada vez mayor de los gastos que se efectúan.

Si este problema pudiera resolverse y si los Estados Miembros pagaran con razonable prontitud las cuotas para el sostenimiento de la Oficina Sanitaria, podría resultar que el aumento proyectado en el presupuesto fuera innecesario y que la Oficina pudiera limitar el total de sus erogaciones para 1951 a una suma igual a la que se autorizó para el año 1950.

El problema de ajustar el presupuesto de la Oficina a una suma que pueda ser cubierta por todos los Estados Miembros, debe merecer la consideración cuidadosa de los órganos pertinentes de la Organización Sanitaria.

4. En vista de las actividades de la Oficina Sanitaria Panamericana como oficina regional de la Organización Mundial de la Salud, la Comisión como una última observación, se permite sugerir que en el futuro los proyectos de presupuesto de la Oficina reflejen más detalladamente la relación financiera de ésta con la Organización Mundial de la Salud. En el proyecto en estudio se hace referencia una que otra vez a miembros del personal cuyos sueldos se pagan con fondos de la Organización Mundial de la Salud, pero el presupuesto no da una idea precisa del monto total de dichos sueldos, de manera que no se indica claramente el costo total del programa de salud que tiene a su cargo la Oficina. Convendría a los Gobiernos que en los futuros proyectos se expusiera más detalladamente la relación entre los servicios y actividades de la Oficina Panamericana y los de la Organización Mundial de la Salud.

El Comité Ejecutivo y el Consejo Directivo de la Organización Sanitaria se reunirán en Ciudad Trujillo en la segunda quincena del mes de septiembre, y se tiene entendido que en esa ocasión se hará un examen más amplio del presupuesto de la Oficina Sanitaria para 1951. Como el Consejo de la Organización de los Estados Americanos no se reunirá en sesión ordinaria hasta el mes de octubre, será imposible que la Comisión

and it is understood that the 1951 budget of the Sanitary Bureau will be given fuller consideration on that occasion. Since the Council of the Organization of American States will not hold its next regular meeting until October, it is impossible for the Committee on Finances to submit the present report to the Council before the budget is approved by the Sanitary Bureau. In view of this circumstance, the undersigned have adopted the following decisions:

1. To transmit this report to the Pan American Sanitary Bureau with the request that the observations and recommendations therein contained, be taken into account in the fullest possible measure by the appropriate organs of the Pan American Sanitary Organization;

2. To request that the Secretariat of the Council of the Organization transmit the present report to the Members of the Council for the information of their respective Governments;

3. To inform the Council of the Organization, at its next regular meeting, of the action taken by the Committee on Finances.

September 14, 1950

Hildebrando Accioly
Ambassador of Brazil

Arturo Ludueña
Representative of Argentina

Andrés Fenochio
Representative of Mexico

Simon C. Wilson
Representative of the United
States

de Finanzas presente este informe al Consejo antes de que la Oficina Sanitaria le dé su aprobación al presupuesto. Por lo tanto los suscribientes han resuelto:

1. Enviar el presente informe a la Oficina Sanitaria Panamericana con el ruego de que los órganos pertinentes de la Organización Sanitaria Panamericana tengan en cuenta tanto cuanto sea posible las observaciones y recomendaciones que se incluyen en el mismo.

2. Solicitar a la Secretaría del Consejo de la Organización que transmita el presente informe a los miembros del Consejo para conocimiento de sus respectivos Gobiernos.

3. Informar al Consejo de la Organización, en su próxima sesión ordinaria, la acción que ha tomado esta Comisión.

14 de septiembre de 1950.

Hildebrando Accioly
Embajador del Brasil

Arturo Ludueña
Representante de la Argentina

Andrés Fenochio
Representante de México

Simon C. Wilson
Representante de los Estados
Unidos

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