



Pan American  
Health  
Organization



REGIONAL OFFICE FOR THE

World Health  
Organization  
Americas

**10th SESSION OF THE SUBCOMMITTEE  
ON PROGRAM, BUDGET, AND ADMINISTRATION  
OF THE EXECUTIVE COMMITTEE**

*Washington, D.C., USA, 30 March-1 April 2016*

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*Provisional Agenda Item 3.6*

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**PAHO AWARD FOR ADMINISTRATION**

**Changes to the Procedures and Guidelines**

**Introduction**

1. The Governments of the countries of the Americas, acting through their delegates in the meetings of the Governing Bodies of the Pan American Health Organization, have conferred, since its establishment in 1969, the PAHO Award for Administration in recognition of an outstanding contribution in the field of organization and delivery of health services.

**Background**

2. This Award dates back to the 61st Session of the Executive Committee of PAHO (1969), during which a grant from Dr. Stuart Portner, former Chief of Administration of the Pan American Sanitary Bureau, instituted an annual award for the purpose of contributing to the improvement of health services administration.

3. The original procedures and criteria for conferring the PAHO Award for Administration were adopted by the 18th Pan American Sanitary Conference in 1970, with subsequent amendments to the requirements, conditions and procedures being adopted by PAHO Governing Bodies through 2010.<sup>1</sup> The amendments reflected the need to adapt the award to the evolving context of health services management and administration through the years and in particular to the challenges of the new millennium, and to ensure a larger, more diverse pool of candidates from which to select a qualified awardee.

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<sup>1</sup> Amendments to the procedures were approved by the 20th Pan American Sanitary Conference (1978), the 27th Directing Council (1980), the 24th Pan American Sanitary Conference (1994), the 124th Executive Committee (1999), the 135th Session of the Executive Committee (2004), the 140th Session of the Executive Committee (2007), and the 146th Session of the Executive Committee (2010).

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4. In 2015, the 156th Session of the Executive Committee, through Resolution CE156.R12, resolved to review the general guidelines and criteria for the Award in order to enhance its importance and encourage Member States to present candidates of excellence in the respective area.

### **Proposal**

5. The context of health systems and services in the Region of the Americas continues to rapidly evolve in response to emerging and re-emerging diseases and epidemics; disasters and conflict; an increasing social demand to improve access to quality comprehensive health services; and the elimination of persistent inequities in access to the health system. Important advances have been made by countries in the Americas to eliminate barriers to health systems and services, to reach populations in situations of vulnerability, and to ensure the progressive expansion in access and coverage of the population. Global and regional mandates—including the adoption of the Sustainable Development Goals, and the Strategy on Universal Access to Health and Universal Health Coverage (Resolution CD53.R14 [2014])—provide the framework for continued health systems development to address existing challenges.

6. Bearing in mind this evolving context, the Pan American Sanitary Bureau has prepared amended Procedures for consideration of the 158th Session of the Executive Committee.

7. Amendments to the title of the Award, the thematic areas of focus within health services management and leadership (as opposed to administration), periodicity of the Award, eligibility of candidates, and procedures and criteria for submission and evaluation are put forward to align the Award with more recent mandates of the PAHO Governing Bodies. The proposed amended procedures are presented in the Annex.

### **Action by the Subcommittee on Program, Budget, and Administration**

8. The Subcommittee is invited to take note of the report and to form a working group to review the proposed changes to the Procedures and Guidelines in order to provide a recommendation to the 158th Session of the Executive Committee.

Annex

**Annex**

**PAHO Award for Health Services Management and Leadership**

**Procedures**

1. To contribute to the improvement in the management of health systems and services, and to recognize significant contributions and leadership in the development and implementation of initiatives that have facilitated the management and expansion of quality comprehensive health services within health systems in the Americas, the Pan American Health Organization is reinstituting the PAHO Award for Administration as the PAHO Award for Health Services Management and Leadership. The Award will be given annually on a competitive basis and will consist of a diploma and the sum of US\$ 5,000. This sum will be reviewed as appropriate by the Executive Committee on the recommendation of the Director of the Pan American Sanitary Bureau.
  2. The Award shall be conferred on a candidate who has made a significant contribution in his/her home country and/or throughout the Region of the Americas to: improve health systems development; the organization, management, administration of health services; the development of programs, projects or initiatives that have demonstrated impact in population coverage and access to health services; the expansion of health services to meet the needs of the population, in particular those in situations of greatest vulnerability; the development of quality and patient safety programs at the national or institutional level; the organization and management of primary care services at the community level; the development of integrated networks of health services including hospital services; or knowledge generation and research to impact change in health service delivery. The Award is conferred in recognition of work completed in the previous 10 years.
  3. Current and former staff of the Pan American Sanitary Bureau and the World Health Organization are ineligible for nomination for this Award. Government officials are also ineligible for activities carried out in the course of their assigned duties.
  4. The Executive Committee shall appoint an Award Committee consisting of the President of the Executive Committee and a delegate from four of the Member States of the Executive Committee, who will discharge their duties for the period of their term of office on the Executive Committee. The President shall fill any vacancies that occur on the Award Committee. When candidates have been submitted from Member States represented on this Award Committee, those members shall be replaced by delegates from other Member States of the Executive Committee to serve on the Award Committee for that award selection only. The President of the Executive Committee will designate these representatives.
  5. The President of the Executive Committee, in consultation with Members of the Executive Committee, may select a specific thematic area of focus within the broad area of work in health services management and leadership as listed in paragraph 2 for a given
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award period. The thematic area of focus will change on a yearly basis; the same thematic area cannot be selected for the subsequent three years of the Award. The Pan American Sanitary Bureau is responsible for the development of detailed terms of reference that respond to the specific thematic area for the award in that period.

6. The Director of the Pan American Sanitary Bureau shall invite Member States and former recipients to submit nominations for the Award. The Bureau will launch an open call for candidates during the first week of each calendar year.

7. The names of proposed candidates must be received by the Director of the Pan American Sanitary Bureau no later than 31 March in the year of the Award, together with the candidates' curriculum vitae and the documentation supporting the candidacy. This documentation shall include a brief narrative describing the impact of the candidate's work in the relevant field (see article 2 above). To facilitate the work of the Award Committee, the required information on each candidate will be presented on the standardized form provided by the Bureau. This form and the documentation supporting the merits of the candidate must be completed in full, providing explicit responses to each of the questions. All documentation shall be submitted in original form.

8. Nominations received by the Director of the Pan American Sanitary Bureau after 31 March shall not be considered for the Award.

9. The Director of the Pan American Sanitary Bureau shall forward to the members of the Award Committee copies of the documentation submitted 45 days before the date of the opening of the June session of the Executive Committee. To support the deliberations of the Award Committee, the Bureau shall also provide technical comments and any other information on candidates it may deem relevant to the deliberations of the Award Committee.

10. The Award Committee shall meet and deliberate on the proposed candidates during the week of the session of the Executive Committee. A quorum of Award Committee members (at least three members) must be present to make a meeting valid. The deliberations of the Award Committee are confidential and not for discussion outside of the Award Committee. The Award Committee makes, by a majority of members present, a recommendation to the Executive Committee, which retains the final decision to accept or reject any recommendation of award, with the possibility of further deliberations and recommendations by the Award Committee.

11. A candidate not elected may be renominated. For such renomination, a simple communication incorporating any additional pertinent data shall suffice.

12. The announcement of the winner of the Award shall be made during the Directing Council or the Pan American Sanitary Conference.

13. Whenever practicable, the Award shall be presented to the successful candidate during the appropriate meeting of the Directing Council or the Pan American Sanitary

Conference, the cost of his or her travel will be paid by the Bureau, which shall make such arrangements in accordance with PAHO's rules and regulations.

14. When such presentation is not practicable, alternatives shall include:
  - a) Receipt of the Award at the Directing Council or the Pan American Sanitary Conference by a member of the delegation of the recipient's country, on his/her behalf.
  - b) Presentation made in the home country by the PAHO/WHO Representative on behalf of the Director of the Pan American Sanitary Bureau.
15. Whatever method used to present the Award, it shall be accompanied by appropriate publicity issued to the news media, both by the Pan American Sanitary Bureau and the government concerned.
16. These procedures may be reviewed by the Executive Committee at any time, as deemed appropriate in light of the experience gained. Proposed amendments must be approved by the Executive Committee and submitted to the Directing Council or the Pan American Sanitary Conference for its consideration.

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