

Working Group on PAHO in the 21st Century – Guidelines for a Common Format for Recommendations

PROCESS:

- ❖ It is understood that at this time, Member States who prepared the original discussion papers will revise and edit their recommendations and put them in this common format and submit to PAHO in the 21st century email address: **paho21stcentury@paho.org**.
- ❖ PAHO Secretariat will cut and paste country recommendations into one Microsoft Word document and post on PAHO in the 21st century webpage.
- ❖ The Drafting Committee will meet during the upcoming SPP meeting to wordsmith the recommendations and incorporate them into the Consolidated Document.

GUIDELINES FOR COMMON FORMAT:

- ❖ Each recommendation should be numbered (see structure below), and should be limited to 1-2 sentences in length.
- ❖ Recommendations should be organized by main topics, and general themes, the theme should be noted as a sub-heading.
- ❖ Recommendations should be worded in such a way as to answer the question: **What should PAHO do?**
- ❖ Recommendation can be followed by suggested actions (if you have some to offer), numbered and in point form - not paragraph form. Actions should answer the question: **How can PAHO achieve what we are recommending.**
- ❖ The Recommendation is the WHAT
- ❖ The Action is the HOW.

SAMPLE RECOMMENDATIONS/ACTIONS:

Sample 1:

I. Human Resources (*main topic*)

1.0 Training of PAHO Staff (*general theme - subheading*)

- 1.1 Recommendation: PAHO should develop a strategy to fill the organization's lack of social communication experts, information management experts, and program managers.

- 1.11 Suggested Action: Training provided for existing PAHO technical experts in social communication, information management, program management
- 1.2 Recommendation: xxxxx
- 1.21 Suggested Action: xxxxx

Sample 2:

II Modalities of Technical Cooperation Related to Health (*main topic*)

2.0 New Modalities of Hemispheric Cooperation (*general theme - subheading*)

- 2.1 Recommendation: PAHO must increase its participation as an active partner with Member States in the technical cooperation process and promote cooperation among them.
- 2.11 Suggested Action: strategic partnerships with influential organizations facilitated by PAHO on behalf of member countries
- 2.12 Suggested Action: PAHO to create list of potential partners including: academic institutions, international agencies, foundations
- 2.2 Recommendation: xxx
- 2.21 Suggested Action: xxx

etc...

STRUCTURE OF RECOMMENDATION DOCUMENT TO BE USED BY DRAFTING COMMITTEE (PAHO Secretariat to insert country submissions into the following sections)

I GOVERNANCE (Barbados)

- 1.0 (theme)**
- 1.1 Recommendation**
- 1.11 Suggested Action**
- 1.12 Suggested Action**
- 1.2 Recommendation**
- 1.21 Suggested Action**
- etc...

II PUBLIC HEALTH GOODS (Argentina)

2.0 (theme)

2.1 Recommendation

2.11 Suggested Action

2.2 Recommendation

2.21 Suggested Action

etc...

III PARTNERSHIPS AND ALLIANCES (Peru)

3.0 (theme)

3.1 Recommendation

3.11 Suggested Action

etc...

IV MODALITIES OF TECHNICAL COOPERATION IN HEALTH (Costa Rica)

4.0 (theme)

4.1 Recommendation

4.11 Suggested Action

etc...

V CHALLENGES IN PUBLIC HEALTH (Mexico)

5.0 (theme)

5.1 Recommendation

5.11 Suggested Action

etc...

VI PAHO HUMAN RESOURCES (United States)

6.0 (theme)

6.1 Recommendation

6.11 Suggested Actions

etc...

VII SCIENCE, TECHNOLOGY AND STRATEGIC HEALTH INPUTS (Brazil, Chile)

7.0 (theme)

7.1 Recommendation

7.11 Suggested Action

etc...