



**16th SESSION OF THE SUBCOMMITTEE
ON PROGRAM, BUDGET, AND ADMINISTRATION
OF THE EXECUTIVE COMMITTEE**

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**PROCESS FOR THE ELECTION OF THE DIRECTOR
OF THE PAN AMERICAN SANITARY BUREAU
AND NOMINATION OF THE REGIONAL DIRECTOR
OF THE WORLD HEALTH ORGANIZATION FOR THE AMERICAS**

Background

1. In accordance with Article 21, paragraph A, of the Constitution of the Pan American Health Organization (PAHO), the Director of the Pan American Sanitary Bureau (PASB) shall be elected at the Pan American Sanitary Conference by the vote of a majority of Member States of the Organization. The Director shall hold office for a period of five years and may not be reelected more than once.
2. The 28th Pan American Sanitary Conference (2012) elected the present Director of the PASB for a period of five years, from 1 February 2013 to 31 January 2018. The 29th Pan American Sanitary Conference (2017) re-elected the Director of the PASB to serve a second term from 1 February 2018 to 31 January 2023. It is therefore incumbent on the 30th Pan American Sanitary Conference (2022) to elect a new Director of PASB for a period of five years, beginning on 1 February 2023 and ending on 31 January 2028.
3. The 30th Pan American Sanitary Conference, acting as Regional Committee of the World Health Organization (WHO), shall submit the name of the person elected as Director of the PASB to the Executive Board of WHO for appointment as Regional Director of WHO for the Region of the Americas.

Nomination Procedure

4. The procedure for the election of the Director of PASB is described in the Rules Governing the Election Process for the Position of Director of the PASB, as approved by the Directing Council of PAHO in Resolution CD47.R4 (2006) (attached as Annex A). Article II of these Rules provides that:
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“2.1 The process for electing the Director shall begin at least six months prior to the date fixed for the opening session of the Pan American Sanitary Conference (the Conference) or by 1 March, which ever comes first, with a notification from the President of the Executive Committee to the Member States, Participating States, and Associate Members inviting nominations for the post of Director to be submitted to the President of the Executive Committee. Such notification shall include a copy of these Rules.

2.2 [...] each Member State, Participating State, or Associate Member may submit the name of only one national from a country within the Region as a candidate for the post of Director, in a sealed, confidential envelope addressed to the President of the Executive Committee, c/o Legal Counsel, Pan American Health Organization, Washington, D.C., at least four months prior to the opening session of the Conference or by 1 May, which ever comes first, after which time the nomination period shall be closed. Nominations should include a curriculum vitae of the proposed candidate.

2.3 All nominations received shall be compiled by the Bureau, translated into the four official languages of the Organization, and forwarded by the President of the Executive Committee to the Member States, Participating States, and Associate Members at least three months prior to the opening session of the Conference or by 1 June, which ever comes first.

5. In accordance with the above provisions and given that the 30th Pan American Conference is scheduled to take place from 26-30 September 2022, the election process for the post of Director of PASB for the term 2023-2028 will formally begin on 1 March 2022 with a notification from the President of the Executive Committee inviting the Member States, Participating States and Associate Members of PAHO to submit nominations for the position of Director by no later than 1 May 2022.

6. The PASB shall compile all nominations received and translate them into the four official languages of the Organization. The President of the Executive Committee shall forward this information to the Member States, Participating States and Associate Members by 1 June 2022. Thereafter, the President of the Executive Committee shall convene a Candidates' Forum pursuant to Article III of the above referenced Rules Governing the Election Process for the Position of Director, to take place on the margins of the 170th Session of the Executive Committee of PAHO from 20-24 June 2022.

Candidates' Forum

7. In accordance with Article III of the Rules Governing the Election Process for the Position of Director of the PASB, the Candidates' Forum shall be established as follows:

“Article III: Candidates' Forum

“3.1 The President of the Executive Committee shall invite nominated candidates to make a presentation to all Member States, Participating States, and Associate Members wishing to attend a Candidates' Forum to be held on the margins of the Executive Committee session preceding the session of the Conference.

3.2 Information regarding the time, date, and logistics of the Candidates' Forum shall be sent by the President of the Executive Committee to the nominated candidates and to all Member States, Participating States, and Associate Members immediately after the closure of the presentation of candidatures as specified in Article 2.3 [of the Rules Governing the Election Process for the Position of Director of the PASB].

3.3 Nominated candidates shall be responsible for all expenses related to their participation in the Candidates' Forum.

3.4 Members States, Participating States, and Associate Members shall be responsible for all expenses related to their participation in the Candidates' Forum.

3.5 Wherever possible, modern technology will be utilized to facilitate the widest possible participation of all of the Organization's membership, including video conferencing. Verbatim transcripts of the presentations and discussions at the Candidates' Forum will also be made available.

3.6 The order of the presentations to be made by the candidates shall be determined by lot, and candidates will be called one at a time. Candidates shall be allowed no more than 30 minutes to make an oral presentation and one hour for questions and answers from Member States, Participating States, and Associate Members in attendance. The oral presentation shall include the candidate's platform outlining their vision, proposed policy priorities, and financial and programmatic direction for the Organization. The time limit should be strictly adhered to.”

8. The Candidates' Forum will be conducted in accordance with the Guidelines for the Candidates' Forum for the Position of Director of the PASB (attached as Annex B).

Election

9. The election of the Director of the PASB shall take place in conformity with Article 21, paragraph A, of the Constitution of PAHO, at the 30th Pan American Sanitary Conference, scheduled to take place in Washington, D.C., from 26-30 September 2022.

10. The Pan American Sanitary Conference shall elect the Director of the PASB by secret ballot from among the candidates nominated according to the Rules Governing the Election Process for the Position of Director of the PASB.

11. Acting as Regional Committee of WHO, and in conformity with Articles 49 and 52 of the Constitution of WHO, the Pan American Sanitary Conference shall submit to the Executive Board of WHO the name of the person elected as Director of the PASB, for appointment as Regional Director of WHO.

Action by the Subcommittee on Program, Budget, and Administration

12. The Subcommittee is requested to take note of this report on the process for the election of the Director of the PASB.

Annexes

Annex A

**RULES GOVERNING THE ELECTION PROCESS FOR THE
POSITION OF DIRECTOR OF THE PAN AMERICAN SANITARY BUREAU¹**

Article I
Nominating Guidelines

- 1.1 Candidates nominated for the post of Director of the Pan American Sanitary Bureau should have:
- (1) a strong technical and public health background, extensive experience in international health and understanding of the inter-American and United Nations systems;
 - (2) a proven history and evidence of public health leadership, and management skills appropriate for a complex health-related organization;
 - (3) sensitivity to and respect for the cultural, social, political, and economic diversity within and among the countries in the Region;
 - (4) knowledge of the regional health situation and of the wide range of health systems in the Region;
 - (5) a strong commitment to the work of PAHO;
 - (6) good physical condition, as required of all staff members of the Organization; and
 - (7) fluency in one of the official languages and a working knowledge of one of the others.
- 1.2 Candidates should be willing to sign the mandated PAHO and WHO Declaration of Conflict of Interest.

Article II
Presentation of Nominations

- 2.1 The process for electing the Director shall begin at least six months prior to the date fixed for the opening session of the Pan American Sanitary Conference (the Conference) or by 1 March, whichever ever comes first, with a notification from the President of the Executive Committee to the Member States, Participating States, and Associate Members inviting nominations for the post of Director to be submitted to the President of the Executive Committee. Such notification shall include a copy of these Rules.

¹ Rules Governing the Election Process for the Position of Director of the Pan American Sanitary Bureau, adopted by the 47th Directing Council, Resolution CD47.R4 (2006).

- 2.2 Following the Nominating Guidelines in Article I above, each Member State, Participating State, or Associate Member may submit the name of only one national from a country within the Region as a candidate for the post of Director, in a sealed, confidential envelope addressed to the President of the Executive Committee, c/o Legal Counsel, Pan American Health Organization, Washington, D.C., at least four months prior to the opening session of the Conference or by 1 May, which ever comes first, after which time the nomination period shall be closed. Nominations should include a curriculum vitae of the proposed candidate.
- 2.3 All nominations received shall be compiled by the Bureau, translated into the four official languages of the Organization, and forwarded by the President of the Executive Committee to the Member States, Participating States, and Associate Members at least three months prior to the opening session of the Conference or by 1 June, which ever comes first.

Article III
Candidates' Forum

- 3.1 The President of the Executive Committee shall invite nominated candidates to make a presentation to all Member States, Participating States, and Associate Members wishing to attend a Candidates' Forum to be held on the margins of the Executive Committee session preceding the session of the Conference.
- 3.2 Information regarding the time, date, and logistics of the Candidates' Forum shall be sent by the President of the Executive Committee to the nominated candidates and to all Member States, Participating States, and Associate Members immediately after the closure of the presentation of candidatures as specified in Article 2.3 above.
- 3.3 Nominated candidates shall be responsible for all expenses related to their participation in the Candidates' Forum.
- 3.4 Member States, Participating States, and Associate Members shall be responsible for all expenses related to their participation in the Candidates' Forum.
- 3.5 Wherever possible, modern technology will be utilized to facilitate the widest possible participation of all of the Organization's membership, including video conferencing. Verbatim transcripts of the presentations and discussions at the Candidates' Forum will also be made available.
- 3.6 The order of the presentations to be made by the candidates shall be determined by lot, and candidates will be called one at a time. Candidates shall be allowed no more than 30 minutes to make an oral presentation and one hour for questions and answers from Member States, Participating States, and Associate Members in attendance. The oral presentation shall include the candidates' platform outlining their vision, proposed policy priorities, and financial and programmatic direction for the Organization. The time limit should be strictly adhered to.

Article IV
Candidates Who Are PAHO or WHO Staff Members

- 4.1 For the purposes of these Rules, a Director seeking reelection, staff members of PAHO or WHO, and any other person in an employment relationship with the Organization who has been nominated for the post of Director shall be considered as “internal candidates.”
- 4.2 In conformity with the international character of their functions, no internal candidate may make direct or indirect use of their positions to further their candidacies, and shall not use the resources of the Organization for campaign purposes.
- 4.3 In pursuing their candidacy, no internal candidate shall communicate restricted, confidential, or otherwise privileged information to anyone or use that information to their private advantage.
- 4.4 In consideration of Staff Regulation 1.8, Internal Candidates for the post of Director shall either resign or take leave from the Organization, as applicable, once the nominations are forwarded by the President of the Executive Committee to Member States, Participating States, and Associated Members pursuant to Article 2.3 of these Rules. The period of leave shall last until the election or until such time as the staff member withdraws his or her candidacy. In the case of leave, the staff member shall first be placed on annual leave until such leave has been exhausted and then, as necessary, on leave with pay. During such time, the staff member shall not represent the Organization in any manner whatsoever. Except for the Director, Deputy Director and Assistant Director, a staff member whose candidacy was not successful, and who opted to take leave shall have the right to return to the position that he or she occupied previously in the Organization or, at the discretion of the Organization, to another position at a level equal to the grade held previously to taking such leave.
- 4.5 The foregoing Section 4.4 shall not apply to the Director in office. Nonetheless, the Director shall strictly conform to the requirements of Sections 4.2 and 4.3 of these Rules, for the entire period preceding the election.
- 4.6 For the purpose of conserving the independence and impartiality inherent in the international character of their function, and to assure that a level playing field is maintained in the election of the Director, staff members of PAHO or WHO and any other person in an employment relationship with the Organization, shall not engage in campaign activities for or otherwise support any candidate for the position of Director.
- 4.7 Failure to observe the provisions established in this Article constitutes serious misconduct and shall result in disciplinary action, which may include summary dismissal, under the applicable Staff Rules and Regulations, or breach of contract and grounds for termination, as applicable.

- 4.8 In the case of internal candidates who are staff members of WHO, the President of the Executive Committee shall request the Director-General of WHO to consider the application of Article IV of these Rules to such candidates.

Article V
Election

- 5.1 The Conference shall elect the Director by secret ballot from among the nominated candidates, in conformity with Article 21, paragraph A, of the Constitution and the Rules of Procedure of the Conference.

Article VI
Post Election Measures

- 6.1 Delegates from Member States, Participating States, or Associate Members participating in the election may not be employed or contracted by the Organization for a period of one year thereafter.
- 6.2 In the case of Delegates from Member States, Participating States, or Associate Members participating in the election that are appointed as Temporary Advisers, the Secretariat shall present the President of the Executive Committee with an information paper listing all such appointments every three months for a period of one year after the election of the Director.
- 6.3 In order for the Executive Committee to be apprised of funding authorizations from the Country Variable Allocation and the Regional Director's Development Fund, a report on such activities shall be prepared by the Secretariat, reviewed by the Director of Administration, and sent to the President of the Executive Committee every three months for a period of six months prior to and a period of one year after the election of the Director.

Annex B

**GUIDELINES FOR THE CANDIDATES' FORUM:
ELECTION OF THE DIRECTOR OF
THE PAN AMERICAN SANITARY BUREAU**

1. This document provides the guidelines applicable to the Candidates' Forum established in accordance with the Rules Governing the Election Process for the Position of Director of the Pan American Sanitary Bureau (PASB).

Article III of the Rules Governing the Election Process for the Position of Director of the PASB provides:

- The President of the Executive Committee shall invite nominated candidates to make a presentation to all Member States, Participating States, and Associate Members wishing to attend a Candidates' Forum to be held on the margins of the Executive Committee session preceding the session of the Pan American Sanitary Conference where the election is to take place.
- Information regarding the time, date, and logistics of the Candidates' Forum shall be sent by the President of the Executive Committee to the nominated candidates and to Member States, Participating States, and Associate Members immediately after the closure of the presentation of candidatures.
- Nominated candidates shall be responsible for all expenses related to their participation in the Candidates' Forum.
- Member States, Participating States, and Associate Members shall be responsible for all expenses related to their participation in the Candidates' Forum.
- A web-based interactive virtual meeting application will be used to facilitate the widest possible participation of Member States, Participating States, and Associate Members.
- Verbatim transcripts of the presentations and discussions at the Candidates' Forum will be sent by the PASB Secretariat to each Member State, Participating State and Associate Member whether or not they participated in the Forum.

Format of the Forum:

2. The Candidates' Forum shall be conducted by the President of the Executive Committee, or in his/her absence the Vice President of the Executive Committee, with assistance from the PASB Secretariat.

3. Simultaneous interpretation will be provided in all four official languages of PAHO (English, French, Portuguese, and Spanish).

4. Each candidate shall be allowed no more than 30 minutes to make an oral presentation and 60 minutes to answer questions from Member States, Participating States and Associate Members, in attendance (physically or virtually). The time limit should be strictly adhered to.
5. The order in which the candidates will present shall be determined by lot, and candidates will be called one at a time.
6. The oral presentation shall include the candidate's platform outlining their vision, proposed policy priorities, and financial and programmatic direction for the Organization.
7. During each candidate's oral presentation Member States, Participating States, and Associate Members participating in the Forum may indicate that they wish to ask a question by requesting the floor. Those Member States, Participating States and Associate Members participating in person may request the floor by raising their country's name plate. Member States, Participating States and Associate Members who are participating virtually may request the floor by using the 'raise hand' function on the virtual meeting application.
8. Once each candidate has completed his/her oral presentation, the moderator will give Member States, Participating States and Associate Members a final opportunity to indicate whether they wish to ask a question after which the list of all those who have registered to ask a question will be declared closed.
9. The PASB Secretariat will count the number of Member States, Participating States and Associate Members who registered to ask questions and will read the list.
10. The PASB Secretariat will then place in a transparent ballot box the name of each Member State, Participating State and Associate Member who has registered to ask a question.
11. The President of the Executive Committee will then draw lot from the transparent ballot box and will invite each Member State, Participating State or Associate Member to pose their question to the candidate in any of the four PAHO official languages. The process will be repeated until the 60 minutes allotted for the question-and-answer session is exhausted.
12. Each Member State, Participating State and Associate Member registered will be allowed up to one minute to ask a question. Multiple-part questions will not be permitted. Members States, Participating States and Associated States should not ask questions to which the candidate has already provided an answer during his/her presentation or in response to a previous question.
13. Each candidate will have a maximum of 3 minutes to respond to each question. The candidate can choose to shorten his/her responses in order to answer more questions.

14. The 60 minutes allotted for the question-and-answer session will commence when the President of the Executive Committee invites the first question drawn by lot.

15. As many questions as possible will be asked within the 60 minutes allotted for the question-and-answer session. If there are not enough questions to fill the 60 minutes, the President of the Executive Committee may invite additional questions until the 60 minutes have been exhausted.

16. The President of the Executive Committee shall be strict and terminate the question-and-answer session once the 60 minutes have been exhausted but will allow the speaker to finish his/her sentence.

17. The same steps will be repeated for each candidate.

Timekeeping for the Oral Presentation and the Question-and-Answer Session:

18. A traffic light system will be used to help participants keep within the time limits established for each oral presentation and question-and answer session.

19. For each candidate's oral presentation the light will be green during the first 25 minutes. When 5 minutes remain, the light will turn orange. At the end of the allotted 30 minutes, the light will become red. At that time the President of the Executive Committee shall ask the speaker to finish his/her presentation.

20. For the question-and-answer session, two sets of traffic lights will be used:

- a) one set will time the 60 minutes duration of the question-and-answer session; the light will be green during the first 55 minutes of the session. When there are 5 minutes left in the session, the light will turn orange. When the allotted 60 minutes for the question-and-answer session expires, the light will turn red.
- b) another set of lights will time the 1 minute allotted for Members States, Participating States and Associate Members to ask one question and will also time the 3 minutes allotted for the candidate to answer. The light will be green for 1 minute and 3 minutes, respectively. The light will turn red at the end of the 1-minute and 3-minute time frames.

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