

ORIGINAL IN SPANISH - DRAFT VERSION IN ENGLISH – NOT REVISED

INTERNAL REGULATIONS OF THE ADVISORY COMMITTEE OF BIREME

Note: Throughout these Regulations, terms in masculine gender denoting persons will refer to both men and women. To facilitate interpretation of these Internal Regulations, the terms listed below will consistently stand for the expansion written next to them:

PAHO, Pan American Health Organization, Regional Office for the Americas of the World Health Organization;

BIREME, Latin American and Caribbean Health Sciences Information Center; Statute, the Statute of BIREME;

Committee, the Advisory Committee at BIREME;

Scientific Committee, the Scientific Committee at BIREME;

Members, all the Members of the Advisory Committee of BIREME; Permanent

Members of the Committee, the Government of Brazil and PAHO;

Non-Permanent Members of the Committee, the Member States, Participating States and BIREME Participating Organizations selected and appointed by the Directing Council of PAHO in conformity with the Statute;

Secretariat, the Secretariat at BIREME

1. Nature

The Committee is an auxiliary consultative body of the Director of PAHO.

2. Functions

The functions of the Committee are those contained in Article VI of the Statute.

3. Sessions

The Director of PAHO will call the annual ordinary session of the Committee. The majority of the Members may request from the Director of PAHO the calling of extraordinary meetings.

The calling will be sent out by the Director of PAHO to the Members together with the provisional agenda not later than 60 days before the date appointed for the opening of the session, except in the event of extraordinary circumstances. The names of the delegates appointed by each Member should be communicated to the Director of PAHO not later than 15 days before the opening of the Committee session. PAHO will cover the travel expenses and per diems of one delegated appointed by each Member to participate in the session, in conformity with PAHO rules and procedures.

The presence of the Permanent Members of the Committee and of the majority of the Non-Permanent Members of the Committee will constitute a quorum to open the Committee session.

4. Agenda and Documentation

The provisional agenda will include:

- a) any item whose inclusion has been established by the Statute;
- b) any item whose inclusion has been recommended by the Scientific Committee;
- c) any item whose inclusion has been recommended by a Member;
- d) any item proposed by the Director of PAHO.

The Committee will adopt its own agenda, and in so doing may include in the provisional agenda the additions or modifications they wish to include, in conformity with these Regulations.

Upon adoption of the agenda, supplementary items may be added if approved by two thirds of the Members present.

Whenever possible, any proposal of inclusion of an item in the provisional agenda or the final agenda should be accompanied by a work document prepared by the author of the proposal, which will serve as a basis for the debate.

The Secretariat will set up a Web Portal exclusively devoted to the Committee, which will include (i) a specific site for each session, with all related documents and information, (ii) an online collaboration section restricted to Members, and (iii) a public section for the dissemination of information about the session.

The Secretariat will publish on the Web Portal the work documents for each session, which will be sent to the Members not later than six weeks before the opening of the session.

5. Meetings

The meetings will be public, unless otherwise decided by the Committee.

The presence of the majority of the Members will constitute a quorum for a meeting.

6. Leading Board

Every two years the Committee will appoint one of its Members as President, another as Deputy President, and still another as Rapporteur. These will hold their posts until their successors are elected. Each elected Member will appoint a person from his delegation to hold the corresponding post during the session.

In the event that the delegate of the Member appointed President of the Committee is not present on the opening of the session, the Member appointed Deputy President will become President pro tempore, and one of the Members will be appointed Deputy President pro tempore. If both the President and the Deputy President are absent, the Committee will appoint a President pro tempore and a Deputy President pro tempore from among its Members.

If the delegate of the Member appointed President is not present throughout the entire meeting or a part of it, the Member appointed Deputy President will occupy the Presidency pro tempore.

The Director of BIREME will be the ex officio Secretary of the Committee. This function may be delegated.

7. Work Groups

The Committee, in consultation with the Director of PAHO, may set up special work groups, constituted by as many Members as necessary, to methodically deal with Committee affairs. In the creation of work groups the functions and responsibilities of the Scientific Committee should be born in mind, in order to avoid the overlap of functions. The reports of work groups will be submitted to the Committee for consideration. Work groups will elect their own leading board.

8. Deliberations

Whenever possible, the Committee's work will be based on consensus.

When it is necessary to have a vote, each Member will be entitled to one vote.

As "majority" will be understood any number of votes higher than half the votes issued by the Members. On computing the majority required any fraction will be computed as the highest whole number corresponding.

As a rule, Committee voting's will be carried out by show of hands.

9. Procedures

Committee sessions will be held in conformity with these Internal Regulations. Matters relating to interpretation of these Regulations will be resolved by the President in a manner compatible with the Internal Regulations of the Executive Committee of PAHO. Any matter not foreseen in these Regulations will be resolved in conformity with the Regulations of the Executive Board of PAHO.

10. Work Languages

The official languages of the Committee will be Spanish, French, English and Portuguese. The work languages will be those of Committee Members.

11. Final Report

The Committee will prepare a Final Report and will publish it on the Web Portal not later than 30 days after the closing of each session. The Report will include a summary of the deliberations of the session, and recommendations will be issued by the Committee to the Director of PAHO so that the latter takes the corresponding decisions.

The Rapporteur will prepare the Final Report, aided by the ex-officio Secretary. The Final Report will be signed by the President of the Committee and the ex-officio Secretary.

The ex-officio Secretary will submit the original of the Final Report to the Director of PAHO.

12. Functions of the Secretariat

The Secretariat will be in charge of the arrangements required for Committee sessions, including the allocation and supervision of the personnel involved the preparation of documents, and the maintenance of the Web Portal of the Committee.

13. Modifications to the Internal Regulations

Proposals of modifications to these Regulations will be submitted in writing and will be approved by the affirmative vote of the majority of the Members.