

PAN AMERICAN HEALTH ORGANIZATION

DIRECTIVE NO. 87-05

27 April 1987

DISTRIBUTION: A

SUBJECT: Issuance of Obligation Documents Travel Components -
Headquarters Allottees (Ref. PAHO Financial Rules, Article V
and Directive No. 86-09)

This Directive establishes the procedures for Headquarters allotment holders (Allottees) to facilitate the issuance of obligation documents which contain travel components. It is also intended to facilitate operations by PAHO/WHO Field Offices in disbursing funds on behalf of Headquarters Allottees.

The provisions of this Directive will become effective 1 May 1987.

I. Short-Term Consultants and Temporary Advisors - Budget Element 040 (UN Funds - Elements 11 and 16)

A. Short-Term Consultants (STC's)

- 1) Funds for STC services are committed through the issuance of a Personnel Authorization (form PAHO 562).
- 2) Headquarters Allottees prepare PAHO 562's in triplicate and submit them to Accounts/Allotment Control (ACC/ALL) for obligation of funds before initiation of processing by APL/CS.
- 3) Allottees will enter under item 13 (Remarks) of PAHO 562 the estimates for a) salary, b) per diem and c) transportation costs.
- 4) If the cost components are not shown separately under item 13, ACC/ALL will establish the obligation using a pre-determined percentage for each component.
- 5) After obligation of funds, ACC/ALL will send the original PAHO 562 with the obligation number to APL/CS for recruitment action. The other copies will be retained by ACC/ALL and the Budget Office (ABU).

ACC/ALL will return the PAHO 562 to the originating Allottee when there are not sufficient funds available for obligation or when the form is incomplete.

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 in Disaster Management 1988 - 1990

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REPORT

Report on the Program of Emergency Preparedness and Disaster Relief Coordination - Caribbean Region 1987

The Objectives and activities of the Program of Emergency Preparedness and Disaster Relief in the Caribbean Region are in consonance with the Program components and major activities at Regional level.

1. Program Management

1.1. Organization Structure

Organizationally, in the Caribbean Region the PAHO program of Emergency Preparedness and Disaster Relief Coordination is one of three components of the UNDR0 Administered Pan Caribbean Disaster Preparedness and Prevention Project - the other two components being UNDR0 and the Red Cross. The Organizational relationships of the PAHO Health Advisor are to the Project Manager of PCDPHP, the PAHO Caribbean Program Coordinator in Barbados, the PED Regional Advisor in Washington and the PWRs of Caribbean countries.

1.2. Intersectoral Coordination

Closer liaison has been achieved with National Coordinators responsibly for Disaster Management in their respective countries and also with key sectors eg. Civil Defence Fire, Police and other response agencies.

1.3. Interagency Coordination

A concerted effort has been made to hold discussions and collaborate with personnel from international agencies within the Subregion Red Cross and other NGOs to determine and clarify their roles and also to interpret PAHO's role in Disaster Management.

1.4. Cooperation with Non English Speaking Territories

Efforts were made to establish greater cooperation with the Non-English speaking countries. A team including staff members from UNDR0, Red Cross and PAHO visited Puerto Rico, Santo Domingo and Haiti. Opportunity was taken to present the role of the PAHO component of PCDPHP and advise on the availability of technical cooperation and assistance. The visits were well received and since then there have been several requests from these countries for technical material and information.

Through the CPC Office Barbados links have been established with National Authorities in Guadeloupe, Martinique and French Guiana.

1.5. Technological Support

The Communication network between Washington, Barbados and Antigua has been strengthened with the addition of Facsimile machines to PCDEPP and CFC Office in Barbados.

1.6. Staff Training

1.6.1. Staff Orientation Sessions in Disaster Management

PAHO staff including PWRs, CFNI and CAREC participated in orientation sessions on Disaster Management in three locations namely: Jamaica, Barbados, and Trinidad.

1.6.2. Staff Development

Staff members in the Antigua Office both professional and general participated in technical courses on disaster management and also computer training.

2. Education/Training Material

2.1. Information Centre

Requests for information are being met more speedily and efficiently with the appointment of an Associate Professional Officer to the program who has assisted in the Organization of existing material for the health sector.

Systematically, lists of available education/training material, audio visual aids etc are sent to national authorities, interested individuals and organizations.

The concept of a documentation centre or central place for shelving information on Disaster Management at national level where persons can have ready access to the material when required has been actively pursued.

2.2. Mailing List

The PAHO mailing list for the Sub-region has been expanded and updated. The structure of the mailing list is compatible with those of PCDEPP and the Regional Office.

2.3. Audio-Visual Material

The optimum use of PAHO audio-visual material has been promoted. Several requests for copies of specific video tapes have been made by countries.

New slides dealing with Hospital Management and Water Supply were reviewed and distributed.

3. Support to National Programs

It is recognised that one of the constraints in some countries to an effective Disaster Management program might

The use of quarterly cost estimates and quarterly travel authorizations is under the responsibility of the Allottees.

III. Contractual Services - Budget Element 390 (UN Funds-21)

- 1) Travel entitlements and method of payment for per diem, transportation and related expenses for those individuals who are employed under Contractual Service Agreements and required to travel will be clearly specified in their contracts.
- 2) Allottees control the travel of contract employees through the issuance of separate Travel Authorizations, form PAHO 180.
- 3) Travel Authorizations issued for contractual services personnel will include the contract number and allotment and obligation numbers assigned by ACC/ALL to the original contract document. This obligation number will be used to control all costs incurred under the contract including travel.
- 4) To change the original obligation of funds in respect of travel, a revised Travel Authorization will be submitted to ACC/ALL.

IV. Local Courses, Seminars and Workshops and International Seminars - Budget Element 820 (UN Funds-32)

A. Local Courses, Seminars and Workshops

- 1) Headquarters Allottees who wish to conduct national courses and/or locally sponsored seminars and workshops submit requests for obligation of funds to AFI/SEM together with the estimated cost of each activity.
- 2) AFI/SEM obtains the obligation number from ACC/ALL and authorizes the responsible PAHO/WHO Field Office to disburse funds. Such authorizations will indicate obligation and allotment numbers. AFI/SEM forwards copies of all authorizations to the Allottee and other participating offices.

B. International Seminars

- 1) Obligation of funds for participants at international seminars financed by Headquarters allotments are normally established on the basis of Collective Travel Authorizations prepared by Allottees.
- 2) Allottees submit the Collective Travel Authorizations to AFI/SEM. This office arranges for the obligation of funds and assists the Allottee with respect to ticket issuance and per diem payments.

3.3.3. Training at Regional and International Institutions

The number of persons attending courses at regional and/or international institutions is not known since in many instances arrangements for training of personnel are made directly between PWRs and the Regional office. There is need for a mechanism to ensure that information in relation to training of personnel flows to the sub-regional office in Antigua.

3.4 Second Annual Health Coordinators Meeting

The second annual Health Coordinators Meeting was held June 1 - 3 1987 in Barbados. The purpose of the meeting was to report on progress in the National Programs, evaluate short falls and identify areas for PAHO technical cooperation. Opportunity was also taken to use one day of the meeting as an a teaching/learning activity. At this meeting the Mental Health aspects of Disasters were addressed. It is hoped that this trend will continue for subsequent meetings.

3.5 Support in Terms of Supplies and Equipment

Support in terms of First Aid bones for the district level has been provided to Dominica.

3.6 Integration of Disaster Management in the Curricula for Health Professionals

Discussions were held with the Faculty of Health Sciences University of Guyana in relation to the integration of Disaster Management into the Curricula for Health Science Professionals.

Disaster Management has been integrated into the Curricula for professional nursing and is being implemented in several countries.

3.7 Infusion of Disaster Management Concepts in the School Curriculum

PAHO participated in a planning meeting including representatives from general Education, the Caribbean Examination Council, Faculty of Education, University of the West Indies, for the "Infusion of Disaster Management Concepts in Schools Curriculum"

4. Mass Casualty Management

4.1. Regional Plan for Mass Casualty Management

The Report of the feasibility study for a Regional Mass Casualty Management Plan mandated by Caricom Health Ministers in 1984, was circulated to National Authorities in the Ministries of Health.

The Subject of Emergency Health Management after Natural Disaster was included in the Caribbean Health Communication Roundtable held in Barbados November 1987. At this meeting aspects of disaster management and the role of the Media in shaping public opinion both prior to and in the immediate aftermath of a disaster was discussed.

The Video on "Myths and Realities of Natural Disasters" produced by the Regional Office was presented for the first time. There was consensus that this video was suitable for dispelling myths associated with disasters and was relevant for use by any audience.

8. Conclusion

Since the appointment of the new Project Manager to PCDDPP in August 1987, Program activities have increased to meet the needs of member states. PAHO has participated in the planning of the overall program of PCDDPP for 1988 and is committed to collaboration in the implementation of activities requiring PAHO input.

One of the objectives of the PAHO component is to strengthen national programs, increase national self reliance and utilize available human resources with the necessary expertise to the maximum. Towards this end the concept of technical cooperation among countries is being fostered particularly in relation to the education/training of personnel in the Sub-Region.

COMPONENTS PAHO PROGRAM IN DISASTER MANAGEMENT 1988 - 1990

1. Continued Support to National Programs

- Collaborate with PCDDPP in promoting development of National Emergency Policies and Legislation
- Infrastructure development and Institutional arrangements
- Support to Health Coordinators in their role
- Development and Testing of Health Sector Plans with emphasis on Community Services Management Plans
- Training of health professionals
- Improvement in the Health Sector Communications System through training of personnel and the supply of facsimile machines in 7 countries of the Eastern Caribbean.

2. Regional Mass Casualty Management

- Regional Training of Trainers Course for Emergency Room physicians, and head nurses

This course will replicated at National Level.

- Support Development of Regional Mass Casualty Plan

As a preliminary step, inventory of resources with particular reference to capacity and potential of hospitals within the Region.

3. Education/Training Material

- Expanding the Health Information distribution system
- Updating and Expanding the Mailing List to include health related personnel in English and Non-English Speaking Caribbean

- Distribution of PAHO bulletins in English, Spanish and French, scientific/technical material, audio visual material
 - Reproduction of material and audio visual as required
4. UWIDITE Program on Disaster Management sponsored by PAHO and transmitted to health personnel in seven locations namely:
- | | |
|----------------------|-----------|
| Antigua and Barbuda | Barbados |
| Dominica | Grenada |
| Kingston/Montego Bay | St. Lucia |
| Trinidad & Tobago | |
- Evaluation of Program with possible adjustment at more advanced level.
5. Regional Training of Trainers Course in Environmental Health which will be replicated at National Level.
- Information will be provided at all Training Courses on the optimum use of PAHO resources
6. Collaboration in Intersectoral Activities
- Red Cross and Non-Governmental Organizations including media, civil defence etc,
 - General education e.g infusion of disaster concepts in school curriculum

7. Post Disaster Needs Assessment

- Training of health personnel on emergency needs assessment, managing information and coordinating relief efforts
- PAHO Disaster Response Team to assist national authorities and PAHO local staff to collect, interpret, and disseminate data on health needs and priorities so that appropriate resources are provided.

8. Collaboration with other agencies and regions.

9. Participate/Initiate Operational Research

- Review of Disaster events

10. Evaluation of Training activities in terms of impact.

11. Production/Development of technical material.

SUBREGIONAL AND NATIONAL PROGRAMS

ANNEX II

CARIBBEAN REGION 1988

1. SUBREGIONAL		2. YEAR/TIME PERIOD: 1988				3. DATE: 15 SEPTEMBER, 1988				
4. PROGRAM CATEGORY: EMERGENCY PREPAREDNESS AND DISASTER RELIEF COORDINATION						5. PROJECT CODE: TITLE:				
6. PAHO ACTIVITY NO.	7. TASK	8. ALLOTMENT			9. ELEMENT	10. AMOUNT/POST NO.	11. NAME OR DESCRIPTION	12. LOCATION	13. DATES (1988)	14. REMARKS
7A. NO.	7B. DESCRIPTION OF ACTIVITY AND TASK	LEV-EL	PRO-GRAM	SE - RI-AL	FUND					
1	Participate in PED Annual Programming Meetings					AAA 230	M. Hirayama G. Noel	Costa Rica	March 7-11	
2	Plan and implement Regional Training of Trainers Course in Mass Casualty Management Pan Caribbean					AAA 230 040 550 820 29,000	G. Noel M. Hirayama	Barbados	Feb 15 - 19	
3	Plan and implement Sub-Regional Training of Trainers Courses (2) in Environmental Health					AAA 230 040 550 820 32,000	R. Williams G. Noel	Jamaica Barbados	March April	
4	Support Regional Plan for Mass Casualty Management					AAA 230 550 8,000	F. McDonald G. Noel			
5	Compile and Maintain Inventory of Capacity and potential of hospitals in the Region					AAA 230 550 550	G. Noel M. Hirayama	Antigua		

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CARIBBEAN REGION 1988

1. SUBREGIONAL		2. YEAR/TIME PERIOD: 1988				3. DATE: 15 SEPTEMBER, 1988				
4. PROGRAM CATEGORY: EMERGENCY PREPAREDNESS AND DISASTER RELIEF COORDINATION		5. PROJECT CODE:				TITLE:				
6. PAHO ACTIVITY NO.	7. T A S K	8. ALLOTMENT			9.	10.	11.	12.	13.	14.
7A. NO.	7B. DESCRIPTION OF ACTIVITY AND TASK	LEV-EL	PRO-GRAM	SE - RIAL FUND	ELE-MENT	AMOUNT/POST NO.	NAME OR DESCRIPTION	LOCATION	DATES (1988)	REMARKS
6	Plan and Support 3rd Annual Health Coordinators Meeting				AAA 230 820	10,000	G, Noel	Barbados	May 27-29	
7	Plan Meeting PAHO Disaster Response Team				AAA 230		G, Noel	Barbados		
8	Review and revise procedure Manual for Disaster Response team				AAA 230 550	300	G, Noel			
9	Development of Regional Guidelines for Handling Food Contamination						CAREC			
10	Strengthen Health Sector Communication Systems				550 040	5,000				
11	Promote high level priority to Health Sector preparedness (all countries)				AAA 230		G, Noel		Ongoing	
12	Promote formulation of Community Health Sector Disaster Management Plans				AAA 230 040	10,000	G, Noel		2,3,4, Quarters	

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1. COUNTRY LEVEL			2. YEAR/TIME PERIOD: 1988			3. DATE: 15 SEPTEMBER, 1988		
4. PROGRAM CATEGORY: EMERGENCY PREPAREDNESS AND DISASTER RELIEF COORDINATION			5. PROJECT CODE: TITLE:					
6. PAHO ACTIVITY NO.	7. T A S K	8. ALLOTMENT	9. ELEMENT	10. AMOUNT/ POST NO.	11. NAME OR DESCRIPTION	12. LOCATION	13. DATES (1988)	14. REMARKS
7A- NO.	7B. DESCRIPTION OF ACTIVITY AND TASK	LEV- EL	PRO- GRAM	SE - RIAL FUND				
1	Support revision of Hospital Disaster Plan					Antigua	1st Quarter	
2	Support simulation exercise on testing hospital plan				1500	Antigua	1st Quarter	
3	Support training of Ambulance Drivers				1000	Antigua	Ongoing	
1	Simulation exercise to test Queen Elizabeth Hospital				1500	Barbados	1st Quarter	
2	Support Training for Public Health Inspectors				1000	" "	" "	
3	Provide 2 Fellowships for Advanced Life Support Training				2000			
1	Support Training of Health Personnel				550	B.V.I.	2nd Quarter	

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SUBREGIONAL AND NATIONAL PROGRAMS

ANNEX II

CARIBBEAN REGION 1988

1. COUNTRY LEVEL		2. YEAR/TIME PERIOD: 1988				3 DATE: 15 SEPTEMBER, 1988			
4. PROGRAM CATEGORY: EMERGENCY PREPAREDNESS AND DISASTER RELIEF COORDINATION		5. PROJECT CODE:				TITLE:			
6. PAHO ACTIVITY C.O.	7. T A S K	8. ALLOTMENT			9.	10.	11.	12.	13.
	7A. DESCRIPTION OF ACTIVITY AND TASK	LEV-EL	PRO-GRAM	SE-RIAL	FUND	AMOUNT/POST NO.	NAME OR DESCRIPTION	LOCATION	DATES (1988)
1	Support: Training of health personnel							St. Maarten	14.
2	Multicasualty Simulation Exercise							"	REMARKS
1	Support Revision Port of Spain General Hospital Plan						G. Noel	Trinidad & Tobago	
2	Simulation Exercise to test Hospital plan					040	G. Noel	"	
3	Attachment of Health Coordinator for observation visit to Queen Elizabeth Hospital/Barbados Defence Force, Medical Services/CERO					810		"	
4	Integration of Piarco Airport Disaster Plan and Port of Spain Hospital Plans to facilitate Mass Casualty Management.					040		"	
5	Training of Medical Officers of Health Development of Mass Casualty System					AAA 330 040 550	G. Noel	"	To be programmed
1	Provide (2) fellowships for training					810		Haiti	

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6. PAHO ACTIVITY NO.	7. TASK	8. ALLOTMENT			9. ELEMENT	10. AMOUNT/POST NO.	11. NAME OR DESCRIPTION	12. LOCATION	13. DATES (1988)	14. REMARKS
		LEV-EL	PRO-GRAM	SE - RIAL FUND						
1	CONT'D									
2	Support review and revision of Regional Plans				040	2000		Haiti		
1	Provide (2) fellowships for training				810	1500		Santo Domingo		

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26 February 1988

Table 8 - Budget of PAHO Component

ACTIVITIES BY PROGRAM COMPONENTS					1988	1989	1990	Total
1.	PROGRAM MANAGEMENT				\$126,000	\$132,000	\$138,000	\$ 396,000
2.	EDUCATIONAL/TRAINING MATERIAL				\$ 20,000	\$ 40,000	\$ 40,000	\$ 100,000
3.	CONTINUED SUPPORT TO NATIONAL PROGRAMS				\$ 60,000	\$ 75,000	\$ 65,000	\$ 200,000
4.	REGIONAL MASS CASUAL MANAGEMENT				\$ 64,500	\$ 22,000	\$ 22,000	\$ 108,500
5.	TRAINING OF ENVIRONMENTAL HEALTH PROFESSIONALS				\$ 37,000	\$ 12,000	\$ 10,000	\$ 59,000
6.	FIELD ASSESSMENT OF HEALTH NEEDS				\$ 2,000	\$ 22,500	\$ 14,000	\$ 38,500
7.	DEVELOPMENT/PRODUCTION OF TECHNICAL ARTICLES ON DISASTER MANAGEMENT				\$ 500	\$ 1,000	\$ 1,000	\$ 2,500
8.	PROGRAM ON DISASTER MANAGEMENT				\$ 4,000	\$ 10,000	\$ 10,000	\$ 24,000
9.	PARTICIPATION/INITIATION OF OPERATIONAL RESEARCH				\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
10.	COLLABORATION WITH OTHER REGIONS				\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
11.	PARTICIPATION IN OVERALL PCDPPT ACTIVITIES				\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
12.	EVALUATION OF TRAINING OF HEALTH PERSONNEL IN DISASTER MANAGEMENT				\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
	SUBTOTALS				\$339,000	\$339,500	\$325,000	\$1,003,500
	PLUS 13% PROGRAM SUPPORT COSTS				\$ 44,070	\$ 44,135	\$ 42,250	\$ 130,455
	GRAND TOTAL				\$383,070	\$383,635	\$367,250	\$1,133,955

*The amounts reflected throughout this document are estimates based on projected direct expenditures in the Caribbean region and shared costs of regional (Pan-American) support activities.

Actual activities and expenditures will take place according to requests and needs of the Caribbean countries. Except for salaries and duty travel, no funds are allocated exclusively and specifically to either the Caribbean or Latin America.

DISASTER PREPAREDNESS MEETING IN 1988

DATE	PLACE	TOPIC	PARTICIPANTS
15-19 February	Barbados	Training of Trainers Course in Mass Casualty Management	40 participants; Accident and Emergency Medical Officers and Head Nurse/Ward Sister in hospital services
To be determined	? Antigua	Development of Mass Casualty Management Plan	Care group representatives of Health Coordinators, health Administrators, National Disaster Coordinators
14-18 March	Jamaica	Training of Trainers Course in Emergency Management for Environmental Health and Water Supply Services	20 participants: representatives of Environmental Health and Water Supply Agencies in Antigua, Bahamas, B.V.I., Cayman Islands, Jamaica, Montserrat, St. Christopher/Nevis, Turks & Caicos
11-15 April	Guyana	Training of Trainers Course for Integration of content on Disaster Management in Health Sciences Curriculum, University of Guyana	40 participants; Faculty of University of Guyana, health Personnel, Regional Medical Directors
19-22 May	Barbados	Training of Trainers Course in Emergency Management for Environmental Health and Water Supply Services	26 participants; representatives of environmental health and water supply agencies in Barbados, Dominica, Grenada, Guadeloupe, Guyana, Martinique, Saint Lucia St. Vincent, Suriname, Trinidad
25-27 May	Venezuela	3rd Annual Caribbean Health Coord- inators meeting	National Disaster Health Coordinators
Second Quarter	Trinidad	Training of Medical Officers of Health in Disaster Management	20 participants Medical Officers