



PERSONNEL CIRCULAR
CIRCULAR AL PERSONAL

ORGANIZATION OF AMERICAN STATES
ORGANIZACION DE LOS ESTADOS AMERICANOS

No. 42/78

SUBJECT: JOINT COMMITTEE ON INSURANCE

As a result of a recommendation made by the Staff Committee and subsequent discussions between the Office of Personnel and members of the Staff Committee and the Sub-Committee on Insurance, the Secretary General has approved the formation of a Joint Committee on Insurance Matters. The Joint Committee will operate under the provisions of the attached statement.

The following staff members have been named to the Committee:

1. Secretary General Designees:

Principals:

1. Earl J. Roueche
2. James B. McCeney

Alternates:

1. Karen K. Stevens
2. Paul F. Stroh

2. Staff Committee Designees:

Principals:

1. María Alicia de Madariaga
2. Ulises G. Pioli

Alternates:

1. Rómulo Ferreira
2. Carlos Graneros

3. Chairman:

Alternate:

To be designated by the Secretary General on the recommendation of the principal members of the Joint Committee.

Issued by: *Alberto A. de la Cruz*

Director of Personnel

June 21, 1978

JOINT COMMITTEE ON INSURANCE MATTERS/
COMITE MIXTO DE SEGUROS

I. MEMBERSHIP

A. The Joint Committee on Insurance Matters shall be composed as follows:

1. Two principal members and two alternates designated by the Secretary General.
2. Two principal members and two alternates designated by the Staff Committee.
3. A chairman and an alternate chairman designated by the Secretary General on the recommendation of the principal members of the Joint Committee.

B. The position of Secretary of the Joint Committee shall be held by the Insurance Officer of the Office of Personnel, who shall participate in the meetings with a right to voice but not vote and whose functions shall be as follows:

1. To provide all information that the Joint Committee requires for its work.
2. Prepare the provisional minutes of the sessions of the Joint Committee and maintain a register of the approved minutes.

II. MEETINGS

The Joint Committee shall hold regular sessions at least once a month. Special sessions may be convoked by the President on his own initiative or at the request of any of the members.

III. FUNCTIONS OF THE COMMITTEE

A. To maintain under continuing review the health, life and dental insurance programs and their financial status, including a review, not less than once each year, of the adequacy of the existing policies.

B. To serve as a permanent mechanism for review and analysis of the system of disbursement for services provided by any insurance company acting under an ASO agreement concerned with the life, health, and dental insurance programs.

C. To review problems on special cases referred to it by the Office of Personnel, and propose recommendations for resolving the issues involved.

D. To review the annual report of the programs prepared by the Office of Personnel, and prepare appropriate comments on their administration, financing, and methods of operation.

E. To propose to the Secretary General and the Staff Committee such modifications in the rules or practices of the programs as it may, in the light of experience, consider advisable.

F. To ensure, through appropriate oversight, that the records and histories of individual staff members are maintained in the strictest confidentiality by itself and by any person who must, for the sole purposes of the insurance program, have access to them.