

PAHO/PAHEF Awards for Excellence in Inter-American Public Health



The 2013 Clarence H. Moore Award for Excellence for Voluntary Service Guidelines

Background

This award honors Clarence H. Moore, an American, who joined the World Health Organization (WHO) in 1947 as an administrative officer in Geneva, where he was instrumental in setting up the WHO regional office structure. He served as executive director and chief operating officer of PAHEF from its inception in 1968 until his death in 1988. For most of that time, Mr. Moore served as a volunteer, accepting no salary for his work at PAHEF.

This award is one of the awards in the Awards for Excellence in Inter-American Public Health Program, a joint partnership of PAHO and PAHEF.

Qualifications

This award recognizes outstanding contributions in a health area of importance to the PAHO/PAHEF program of work by national or local non-governmental or private voluntary organizations located in the Americas, with an emphasis on performing work to benefit the people of Latin America and/or the Caribbean.

Staff members, consultants, and interns in active service of PAHO, the WHO, and other United Nations agencies; current official representatives to PAHO's governing bodies (e.g., ministers of health); sitting members of PAHEF's board of directors; PAHEF staff, consultants, advisors, and

interns; and members of the Clarence H. Moore Award for Excellence for Voluntary Service jury are ineligible to receive the award.

Nomination and Selection Process

Nominations must be completed online (www.pahef.org/awards) and include:

- Letter of nomination (two-page limit) signed by the nominator
- Letter of support (two-page limit) signed by a person other than the nominator
- Annual report
- Impact statement (400-word limit)

The nomination may be submitted in English, Spanish, or Portuguese.

Nominators, in their letter of nomination, should provide a brief justification for their recommendations, including: organization name, type, date of creation, mission, general goals and objectives, summary of current activities, and the specific contribution for which the nominee should be recognized.

Nominations also should provide information on the number of volunteer staff, their roles and responsibilities, and the ratio of volunteer staff to paid staff.

Form of the Award

The award consists of a cash prize, a certificate of honor, and a symbolic representation of the award.

Funding of the Award

The Clarence H. Moore Award for Excellence for Voluntary Service will be administered by PAHEF, seeking voluntary contributions, from time to time, to augment a fund created in 1989 by friends of Clarence H. Moore.

Awards Jury

The awards jury will consist of five members, two members designated by the director of PAHO and three members selected by PAHEF's board of directors. Jurors are assigned one-, two-, and three-year terms in order to start the process of rotation and assure overlap of membership experience. The jurors will be eligible for re-appointment for an additional three years, after which the member must step down for one year before possible consideration of re-appointment. Jurors must be able to read English, Spanish, and Portuguese.

A representative of PAHEF will serve as a non-voting jury secretary. All jury members must complete a conflict-of-interest form to participate in the vetting process. The jury will elect its own chair annually, and the chair leads jury deliberations and serves in this position throughout the year. The chair also writes a summary about the winning organization that addresses why it was selected. This paragraph is used as a basis for communications to the board of directors

about the jury's selection to the PAHO Directing Council and to other various stakeholders, including the media and visitors to PAHEF's website.

PAHEF will set the deadline for receipt of nominations each year, which will generally be in May. PAHEF staff will collate the nominations received and make them available to the awards jury for their consideration. The jury will correspond via e-mail, conference call, and/or in-person meeting in Washington, etc. to discuss the nominations and recommend a winner to PAHEF's board of directors for final approval and acceptance. PAHEF, with the help and input of the PAHO/WHO representative's (PWR) office in the country of the awardee, is responsible for completing the appropriate due diligence on the candidate who is selected to receive the award. Given the timing of the award presentation and the semi-annual meeting schedule of the PAHEF board of directors, the board's executive committee may act to accept the award winner.

Award Promotion

PAHEF will distribute the call for nominations widely via e-mail to relevant organizations, scientific journals, the PAHO network, the leadership of national or international public health institutions, ministries of health, agencies, administrations, professional societies, professional colleagues, non-governmental organizations, civil societies, scientific societies, etc. These audiences are encouraged to distribute/post information about the call for nominations on their websites, list serves, newsletters, and other communications vehicles.