

§ 3.° Secretary General: The Secretary General shall have the following duties:

- a) The organization, direction and coordination of the work of the staff appointed to the Secretariat including personnel furnished by the Office of Inter-American Telecommunications, which, during the Conference, shall be under his orders;
- b) Receive and dispose of the official correspondence of the Conference;
- c) Act as intermediary between the delegations and the organizing Government in all administrative matters relating to the Conference;
- d) Prepare and circulate minutes of the meetings and information and documents of the Conference and, in accordance with instructions of the President, orders of the day.

§ 4.° Secretariat: The organizing Government shall form the Secretariat staff of the Conference, to function under the direction of the Secretary General.

#### ARTICLE 4

##### *Committees*

For the more effective functioning of the Conference, comprehensive study of the subjects forming the agenda and expedition of its work such committees as may be considered necessary shall be formed, the results of whose committees shall be submitted to the plenary sessions for approval. Among those committees so formed there shall be a Committee on Initiatives, a Credentials Committee and a Drafting Committee.

#### ARTICLE 5

##### *Membership of Committees*

§ 1.° The Committee on Initiatives shall be composed of the Chairmen of the Delegations or their alternates, and shall be presided over by the President of the Conference.

§ 2.° At the first plenary session, the Conference, on the proposal of the President, shall appoint a Committee on Credentials of five members.

§ 3.° The remaining committees shall be composed of delegates in accordance with assignments made by the chairman of the respective delegations submitted to the Permanent President. Representatives may attend and participate in the meetings of the committees in accordance with assignments made by their respective delegation chairmen and in conformity with Article 1 c).

§ 4.° The committees may invite to participate in their work individuals whose advice or statements may be considered of value.

#### ARTICLE 6

##### *Organization of Committees*

§ 1.° The Initiatives Committee shall appoint a President for each committee. Each committee, when constituted, shall elect a Vice-President and one or more secretaries.

§ 2.° Each committee shall study and make recommendations on matters referred to it by the Initiatives Committee.