

Technical Secretariat with units in charge of preparatory work concerning the main activities to be carried out by the Technical Secretariat to be established by the Convention;

(c) make arrangements for the first session of the Conference of the States Parties, including the preparation of a draft agenda and draft rules of procedure;

(d) undertake, *inter alia*, the following tasks on subjects requiring immediate attention after the entry into force of the Convention:

- (i) the detailed staffing pattern of the Technical Secretariat, including decision-making flow charts;
- (ii) assessments of personnel requirements;
- (iii) staff rules for recruitment and service conditions;
- (iv) recruitment and training of technical personnel;
- (v) standardization and purchase of equipment;
- (vi) organization of office and administrative services;
- (vii) recruitment and training of support staff;
- (viii) establishment of the scale of financial contribution for the Organization; ^{1/}
- (ix) establishment of administrative and financial regulations;
- (x) preparation of host country agreement;
- (xi) preparation of guidelines for initial visits and facility attachments;
- (xii) preparation of programme of work and budget of the first year of activities of the Organization;
- (xiii) preparation of such studies, reports and recommendations as it deems necessary.

7. The Commission shall prepare a final report on all matters within its mandate for the first session of the Conference of States Parties and the first meeting of the Executive Council.

8. At the first session of the Conference of States Parties, the property and records of the Preparatory Commission shall be transferred to the Organization.

^{1/} The view was expressed that the entire problem of the costs of the Organization needs to be considered.