

ARTICLE 14

Agenda

To insure adequate preparation for forthcoming Inter-American Telecommunications plenipotentiary and administrative conferences, the agenda shall be compiled by the organizing Government on the basis of suggestions submitted to it by the interested governments. For this purpose, it shall, not later than six months prior to the date set by it for the convening of such conference circularize the governments concerned and request their suggestions which shall be filed with it not later than three months prior to the convening date. The agenda so formulated shall immediately be transmitted to the Office of Inter-American Telecommunications which shall prepare it in book form and circulate it to the interested governments by the most expeditious means. The proposals of these governments upon the agenda items, as well as any others they may desire to submit, must be transmitted to the Office of Inter-American Telecommunications (O. I. T.) not later than forty-five days before the convening date. Upon their receipt the Office of Inter-American Telecommunications (O. I. T.) shall immediately circulate them to all the governments of the American Region.

ARTICLE 15

Rules of procedure

If any delegation should propose a topic not included in the agenda, for the consideration of the conference, the new matter should be referred to the Committee on Initiatives and will be referred by it to the respective Committees of the Conference in the following cases:

- a) if the aforementioned propositions refer directly to the agenda;
- b) if the aforementioned propositions arise from the work or studies of the Conference itself.

ARTICLE 16

Secretariat

The Secretariat shall be composed of a Secretary and such assistants as may be required. The Secretary shall be appointed by the Conference for a term of three years, renewable. He shall be the chief administrative officer of the Conference and shall be responsible for the execution of the decisions of the Conference. He shall also be responsible for the preparation of the agenda and for the circulation of the documents of the Conference. The Secretary shall be assisted by such assistants as may be required. The Secretariat shall be organized in such a manner as to be able to carry out its duties in the most efficient manner.

ARTICLE 17

The Secretariat shall be organized in such a manner as to be able to carry out its duties in the most efficient manner. It shall be responsible for the preparation of the agenda and for the circulation of the documents of the Conference. The Secretary shall be assisted by such assistants as may be required. The Secretariat shall be organized in such a manner as to be able to carry out its duties in the most efficient manner.