

- g) publish international and regional telecommunication agreements communicated to him by the parties thereto and keep up to date records of them;
- h) prepare, publish and keep up to date:
 1. a record of the composition and structure of the Union;
 2. the general statistics and the official service documents of the Union as prescribed by the Regulations annexed hereto;
 3. such other documents as the conferences or the Administrative Council may direct:
- i) distribute the published documents;
- j) collect and publish, in suitable form, data both national and international regarding telecommunication throughout the world;
- k) collect and publish such information as would be of assistance to Members and Associate Members regarding the development of technical methods with a view to achieving the most efficient operation of telecommunication services and especially the best possible use of radio frequencies so as to diminish interference;
- l) publish periodically, with the help of information put at his disposal or which he may collect, including that which he may obtain from other international organizations, a journal of general information and documentation concerning telecommunication;
- m) prepare an annual budget for submission to the Administrative Council which, after approval by the Council, shall be transmitted for information to all Members and Associate Members;
- n) prepare a financial operating report and accounts to be submitted annually to the Administrative Council and a consolidated account immediately preceding each plenipotentiary conference; these accounts, after audit and approval by the Administrative Council, shall be circulated to the Members and Associate Members and be submitted to the next plenipotentiary conference for examination and final approval;
- o) prepare an annual report of his official activities which after approval by the Administrative Council, shall be transmitted to all Members and Associate Members;
- p) perform all other secretarial functions of the Union.

3. The Secretary General or one of the two Assistant Secretaries General shall participate, in a consultative capacity, in the meetings of the International Consultative Committees.

4. The Secretary General, the Assistant Secretaries General and the members of the General Secretariat shall receive salaries on a basis established by the plenipotentiary conference.

5. The paramount consideration in the recruitment of the staff and in the determination of the conditions of service shall be the necessity of securing for the Union the highest standards of efficiency, competence, and integrity. Due regard must be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

6. (1) In the performance of their duties the Secretary General, the Assistant Secretaries General and the staff must not seek or receive instructions from any government or from any other authority external to the Union. They must refrain from any action which might reflect on their position as international officials and shall be responsible solely to the Union.