

The Secretariat

26. The Secretariat shall assist the Conference of the States Parties and the Executive Council in the performance of their functions. The Secretariat shall carry out the functions entrusted to it by this Convention and its Annexes, as well as such functions delegated to it by the Conference of the States Parties or the Executive Council.
27. The Secretariat shall consist of a Director-General, who shall be its head and chief administrative officer, inspectors and such scientific, technical and other personnel as may be required. The Director-General of the Secretariat shall be appointed by the Conference of the States Parties upon the recommendation of the Executive Council.
28. The Secretariat shall:
- (a) Address and receive communications on behalf of the Organization to and from States Parties on matters pertaining to the implementation of the Convention;
 - (b) Negotiate the agreements on subsidiary arrangements with States Parties relating to systematic international on-site verification for approval by the Executive Council;
 - (c) Carry out international verification measures provided for in the Convention;
 - (d) Prepare and submit to the Executive Council the draft report of the Organization on the implementation of the Convention and such other reports as the Executive Council and/or the Conference of the States Parties may request;
 - (e) Inform the Executive Council of any problems which have arisen with regard to the execution of its functions, including doubts, ambiguities or uncertainties about compliance with the Convention which have come to its notice in the performance of its verification activities and which it has been unable to resolve or clarify through its consultations with the State Party concerned;
 - (f) Provide technical assistance and technical evaluation to States Parties in the implementation of the provisions of the Convention, including evaluations of listed and unlisted chemicals;
 - (g) Prepare and submit to the Executive Council the draft programme and budget of the Organization;
 - (h) Provide administrative and technical support to the Conference of the States Parties, the Executive Council and other subsidiary organs;
 - (i) In relation with Article X, paragraph 6, administer the voluntary fund, compile declarations made by States Parties and register, when requested, bilateral agreements concluded between States Parties or a State Party and the Organization for the purposes of Article X.