

2. However, in order to avoid unnecessary journeys and prolonged absences, the Director of a Consultative Committee, in agreement with the Group Chairmen of the various Study Groups concerned, shall draw up the general plan of meetings of groups of Study Groups which are to meet in the same place during the same period.

3. The Director shall send reports made as a result of correspondence or of meetings, to the participating administrations, and to the private operating agencies which are members of the Consultative Committee. These shall be sent as soon as possible and, in any event, in time for them to be received at least one month before the date of the next meeting of the Plenary Assembly. Questions which have not formed the subject of a report furnished in this way shall not appear in the agenda for the meeting of the Plenary Assembly.

CHAPTER 14

Duties of the Director. Specialized Secretariat

1. (1) The Director of a Consultative Committee shall coordinate the work of the Study Groups and of the Plenary Assembly.

(2) He shall keep a file of all the correspondence of the Committee.

(3) The Director shall be assisted by a secretariat composed of a specialized staff to work under his direction and to aid him in the organization of the work of the Committee.

(4) The Director of the International Radio Consultative Committee shall also be assisted by a Vice-Director in accordance with Article 8 of the Convention.

2. The Director shall choose the technical and administrative members of the secretariat within the framework of the budget as approved by the Plenipotentiary Conference or the Administrative Council. The appointment of the technical and administrative personnel is made by the Secretary General in agreement with the Director.

3. The Director shall participate as of right, but in an advisory capacity, in meetings of the Plenary Assembly and of the Study Groups. He shall make all necessary preparations for meetings of the Plenary Assembly and of the Study Groups.

4. The Vice-Director of the International Radio Consultative Committee shall participate as of right in an advisory capacity in meetings of the Plenary Assembly and the Study Groups when questions in which he is concerned are on the Agenda.

5. The Director shall submit to the Plenary Assembly a report on the activities of the Consultative Committee since the last meeting of the Plenary Assembly. After approval, this report shall be sent to the Secretary General.

6. The Director shall submit for the approval of the Plenary Assembly an estimate of the expenditure proposed for each of the next two years; after its approval by the Plenary Assembly, the Director shall send this estimate to the Secretary General; to be embodied in the annual estimates of the Union.

CHAPTER 15

Preparation of Proposals for Administrative Conferences

One year before the appropriate Administrative Conference, representatives of the interested Study Groups of each Consultative Committee shall correspond with or meet with representatives of the General Secretariat in order to extract from the recommendations issued by it since the preceding Administrative Conference, proposals for modification of the relative set of Regulations.