

- D. The Director-General or a representative designated by him or her shall participate, without the right to vote, in all meetings of the Assembly and of the Council.
- E. The Secretariat shall:
1. prepare and submit to the Council the draft work programme and the draft budget of the Agency;
 2. implement the Agency's work programme and its decisions;
 3. prepare and submit to the Council the draft annual report concerning the activities of the Agency and such other reports as the Assembly or the Council may request;
 4. provide administrative and technical support to the Assembly, the Council and their subsidiary organs;
 5. facilitate communication between the Agency and its Members; and
 6. circulate the policy advice after it was given to the Members of the Agency in accordance with Article IV paragraph C number 2 and prepare and submit to the Assembly and the Council a report on its policy advice for each of their sessions. The report to the Council shall include also the planned policy advice in implementing the annual work programme.
- F. In the performance of their duties, the Director-General and the other members of the staff shall not seek or receive instructions from any government or from any other source external to the Agency. They shall refrain from any action that might reflect on their positions as international officers responsible only to the Assembly and the Council. Each Member shall respect the exclusively international character of the responsibilities of the Director-General and the other members of the staff and shall not seek to influence them in the discharge of their responsibilities.

Article XII

The budget

- A. The budget of the Agency shall be financed by:
1. mandatory contributions of its Members, which are based on the scale of assessments of the United Nations, as determined by the Assembly;
 2. voluntary contributions; and