Article 1909: Establishment of Secretariat

1.   The Parties shall establish permanent Secretariat offices to facilitate the operation of this Chapter and the work of panels or committees that may be convened pursuant to this Chapter.

2.   The permanent offices of the Secretariat shall be in Washington, District of Columbia, and in the National Capital Region of Canada.

3.   Each Party shall be responsible for the operating cost of its Secretariat office.

4.   The United States of America shall appoint an individual to serve as secretary of the United States section of the Secretariat who shall be responsible for all administrative matters involving the Secretariat in the United States of America.

5.   Canada shall appoint an individual to serve as secretary of the Canadian section of the Secretariat who shall be responsible for all administrative matters involving the Secretariat in Canada.

6.   The secretaries of the United States and Canadian sections of the Secretariat shall manage their respective Secretariat offices.

7.   The Secretariat may provide support for the Commission established pursuant to Article 1802 if so directed by the Commission.

8.   The secretaries shall act jointly to service all meetings of panels or committees established pursuant to this Chapter. The secretary of the country in which a panel or committee proceeding is held shall prepare a record thereof and each secretary shall preserve an authentic copy of the same in the permanent offices.

9.   Each secretary shall receive and file all requests, briefs and other papers properly presented to a panel or committee in any proceeding before it that is instituted pursuant to this Chapter and shall number in numerical order all requests for a panel or committee. The number given to a request shall be the primary file number for briefs and other papers relating to such request.

10.   Each secretary shall forward to the other copies of all official letters, documents, records or other papers received or filed with the Secretariat office pertaining to any proceeding before a panel or