

(c) *Secretary General*.—The Secretary General is responsible for:—

- (1) The organization, direction and co-ordination of the work of the staff appointed to the Secretariat;
- (2) Receiving and disposing of the official correspondence of the Conference;
- (3) Acting as intermediary between the delegations and the organizing Government in all matters relating to the conference;
- (4) Preparation and circulation of minutes of the meetings and information and documents of the conference and, in accordance with instructions of the President, orders of the day.

(d) *Secretariat*.—The organizing government shall form the Secretariat staff of the Conference under the direction of the Secretary General.

#### ARTICLE 4

##### Committees

For the more effective functioning of the Conference, comprehensive study of the subjects forming the agenda and expedition of its work, committees shall be formed, the results of whose labours shall be submitted to the plenary sessions for approval. While the committees to be established may vary to conform to the agenda of the conferences, the following shall represent, in principle, the type of committees to be established:—

- (A) Committee on Initiatives;
- (B) Credentials Committee;
- (C) Technical Committee;
- (D) Juridical and Administrative Committee;
- (E) Drafting Committee.

#### ARTICLE 5

##### Membership of Committees

(A) The Committee on Initiatives shall be composed of the Chairmen of the Delegations or their alternates, and shall be presided over by the President of the Conference.

(B) At the first plenary session the Conference, on the proposal of the President, shall appoint a Committee on Credentials of five members.

(C) The remaining committees shall be composed of delegates in accordance with assignments made by the chairmen of the respective delegations and submitted to the permanent president. Representatives may attend and participate in the meetings of the committees in accordance with assignments made by their respective delegation chairmen and in conformity with article 1-(C).

(D) The committees may invite to participate in their work individuals or juridical persons whose advice or statements may be considered to be of value.

#### ARTICLE 6

##### Organization of Committees

(A) Each committee shall, at its organization meeting, be presided over by the permanent president of the conference and at that meeting shall choose from among its members a chairman and a vice-chairman.

(B) The chairman of each committee may appoint one or more reporters.

(C) Each committee may appoint such special sub-committees as it may deem desirable.