

- (iv) Make arrangements for the sessions of the Conference of the States Parties including the preparation of a draft agenda.

21. The Executive Council may request the convening of a special session of the Conference of the States Parties.

The Technical Secretariat

22. A Technical Secretariat shall be established to assist the Conference of the States Parties and the Executive Council in the performance of their functions. The Technical Secretariat shall carry out the functions entrusted to it under the Convention and its Annexes, as well as such functions assigned to it by the Conference of the States Parties and the Executive Council.

23. In particular, the Technical 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; ^{1/}

(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.

^{1/} It has been suggested that the Inspectorate may request inspections for some insufficiently clear situations in the context of their systematic verification activities.