

COMMON REQUIREMENTS AND DUTIES FOR THE PROFESSIONAL SECRETARIES OF THE HELSINKI COMMISSION

The professional secretaries shall assist the Executive Secretary in performing functions conferred on the Executive Secretary, *inter alia*, by paragraph 5 of Article 21 of the 1992 Helsinki Convention and additionally by the 1992 Baltic Environment Declaration.

The Secretaries shall, under the direction of the Executive Secretary, *inter alia*,

1. Make necessary arrangements for the meetings of the subsidiary bodies and their sub-groups, *inter alia*:
 - a) prepare invitations, provisional agendas, secretariat documents and reports pertaining to such meetings;
 - b) present matters for consideration at such meetings;
 - c) act as Secretaries at such meetings; and
 - d) communicate documents relating to such meetings,

in so far as responsibility for this work or part of it is not assumed, by special arrangement, by a Contracting Party to the Helsinki Convention, an observer of the Commission.
2. In addition, the Secretaries shall, as directed by the Executive Secretary:
 - a) respond to requests from Governments, international organizations, NGOs, institutions and individuals;
 - b) represent HELCOM at meetings related to HELCOM's field of responsibility; and
 - c) undertake such other tasks as may be assigned to her/him in the field of her/his competence.
3. The Secretaries shall compile, analyze and assess information related to their area of competence and draw the appropriate conclusions.
4. The Secretariat of HELCOM is understood as a team and each Secretary shall, under the supervision of the Executive Secretary, closely cooperate with the other Secretaries and the Administrative Officer as well as take due account of the work carried out within the subsidiary bodies of HELCOM.