

- supervise the Secretariat of the Centre;
- provide the forum for discussion and clarification, as necessary, of information exchanged under agreed CSBMS;
- have overall responsibility for the communications network within the mandate of the CPC.

5. The Consultative Committee will work according to CSCE procedures. It will determine its own work programme and may decide to hold additional meetings. Meetings of the participating States, convened at the request of one or more

participating States according to the procedures concerning unusual military activities, will be organized by the Director of the CPC Secretariat. Until the appointment of the Director this function will be carried out by the Executive Secretary of the CSBM negotiations.

Secretariat

6. The Secretariat will carry out the tasks assigned to it by the Consultative Committee to which it will be responsible. In particular, it will establish and maintain a data bank, for the use of all participating States, compiled on the basis of exchanged military information under agreed CSBMs and will publish Yearbooks on that basis.

7. The Secretariat will consist of the following staff

- a Director;
- two officers in charge of organization of meetings (including protocol and security), communication, documentation and information, financial and administrative matters ;
- administrative and technical personnel, recruited by the Director.

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8. The first meeting of the Consultative Committee of the Conflict Prevention Centre will be convened on 3 December 1990 and chaired by Yugoslavia.

G. The office for free elections

1. The function of the Office for Free Elections will be to facilitate contacts and the exchange of information on elections within participating States. The Office will thus foster the implementation of paragraphs 6, 7 and 8 of the Document of the Copenhagen Meeting of the Conference on the Human Dimension of the CSCE (the relevant provisions are contained in Annex 1).

2. To this end, the Office will

- compile information, including information provided by the competent authorities of the participating States, on the dates, procedures and official results of scheduled national elections

within participating States, as well as reports of election observations, and provide these on request to governments, parliaments and interested private organizations;

- serve to facilitate contact among governments, parliaments or private organizations wishing to observe elections and competent authorities of the States in which elections are to take place;

- organize and serve as the venue for seminars or other meetings related to election procedures and democratic institutions at the request of the participating States.

3. The Office will take into account the work of and co-operate with other institutions active in this field.

4. The Office will carry out other tasks assigned to it by the Council.

5. The Office's personnel will be composed of

- a Director, who will be responsible to the Council through the Committee of Senior Officials;

- an Officer;

- administrative and technical personnel, recruited by the Director of the Office.

H. Procedures and modalities concerning CSCE Institutions

Staffing arrangements

1. The director of each institution will be of senior rank, seconded by his/her government, and appointed by the Council to a three-year, non-renewable term, on a basis of rotation.

2. In the event that the director can no longer fulfil his functions, the Chairman of the Council will, after consultation with the participating States, appoint a temporary director until the next meeting of the Council.

3. The officers will be seconded by their governments. Their terms of office will normally last two years. An extension of one year may be agreed upon by the director and the participating State seconding the officer.

4. The appointment of officers will be based on a system of rotation which will follow the French alphabetical order. The beginning of the rotation will be determined by lot for each position in the institution. Vacant positions will be offered to the participating States following this order until the position is filled.