



**FIFTEENTH ANNUAL MEETING OF THE
INTERGOVERNMENTAL COMMISSION TRACECA**
Sofia, Bulgaria, October 21, 2021

**ПЯТНАДЦАТОЕ ЕЖЕГОДНОЕ ЗАСЕДАНИЕ
МЕЖПРАВИТЕЛЬСТВЕННОЙ КОМИССИИ ТРАСЕКА**
г. София, Болгария, 21 октября 2021 г.

ARTICLE 2

Purpose, Tasks and Functions of the PS

2.1. The purpose of the PS shall be to implement all practical and administrative functions in order to provide the effective implementation of the MLA and realization of the Decisions and Recommendations of the IGC in accordance with the IGC Rules of Procedure.

2.2. In particular, the PS shall be entrusted with the following main tasks:

2.2.1. to identify problems linked to the implementation of the MLA and to undertake studies to reach solutions, to put forward proposals to the Parties' Governments on the actions needed to achieve the effective implementation of the MLA;

2.2.2. to provide upon request of the Parties its assistance and consulting services on the issues regarding:

- all relevant draft laws and by-laws elaborated in accordance with the MLA provisions to implement the Decisions and Recommendations of the IGC on the issues regulated by the MLA;
- initiatives undertaken in the relations with relevant international organizations;

2.2.3. to develop and to co-ordinate the activities of the National Working Groups.

2.3. The PS shall carry out the following functions:

2.3.1. making arrangements for the meetings of the IGC and its WG established under the MLA, providing the meetings with administrative and technical services;

2.3.2. studying the problem issues, as well as developing drafts of the recommendations and decisions related to ensuring the effective implementation of the MLA, within the competence of the IGC;

2.3.3. carrying out research, analysis and recommendations on the issues related to the development of international traffic;

2.3.4. putting forward and/or preparing appropriate proposals to the IGC for any amendments and additions to the MLA, promoting the achievement of the MLA objectives, as well as developing new technical annexes to the MLA;

2.3.5. developing sector programme documents satisfying the MLA objectives;

2.3.6. monitoring of the MLA provisions implementation, including the implementation of Technical Annexes to it;

2.3.7. monitoring of the realization by the Parties of the IGC decisions and recommendations, developing recommendations for achieving their efficient realization;

2.3.8. working out, maintaining and using the TRACECA information system (web-portal) to process electronic documents and distributing the information on the activity within the framework of the MLA presenting public interest,

2.3.9. carrying out its internal operations, such as:

- elaboration of the yearly plan of events of the PS;
- coordination with the WG / National Commissions;

2.3.10. preparing Progress Report on the Permanent Secretariat activities for submission to the IGC;

2.3.11. managing the PS IGC budget which implies:

- preparing a draft of the annual budget,

- executing the budget once adopted,
- making the Budget Execution Report after the financial year;
- 2.3.12. initiating, monitoring and carrying out the activity related to the elaboration and implementation of joint projects and programmes meeting the aims and objectives of the MLA together with international organizations, structures and partner organizations;
- 2.3.13. conducting consultations with the Parties, Associate members, competent bodies and WG on the issues related to the MLA implementation;
- 2.3.14. preparing and distributing the draft documents for the IGC submitted to the Parties;
- 2.3.15. maintaining a dialogue with international organizations and third countries guided by the MLA objectives and TRACECA programme documents; participating in international and regional events related to transport to promote the MLA objectives;
- 2.3.16. maintaining correspondence related to the activities of the Permanent Secretariat;
- 2.3.17. maintaining the IGC archives and documentation;
- 2.3.18. recruiting staff and hiring short-term consultants and experts;
- 2.3.19. assisting with financial control as well as submitting of all the relevant documents concerning audit;
- 2.3.20. carrying out other functions and tasks with the approval of the IGC.

2.4. The Permanent Secretariat shall submit the final documents of the IGC TRACECA meetings to the Ministries of Foreign Affairs of the Parties and the Permanent Representations of the PS within 2 weeks for further urgent transfer of these documents to the relevant ministries and authorities.

2.5. In accordance with Article 9 of the MLA, the Permanent Secretariat is based in Baku, the Republic of Azerbaijan. The relations between the Government of the Republic of Azerbaijan and the PS IGC TRACECA shall be regulated by the Headquarters Agreement.