



**PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN (PAM)**  
**ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE (APM)**  
الجمعية البرلمانية للبحر الأبيض المتوسط

**RULES OF THE SECRETARIAT**

Adopted on 21 September 2007 in Rabat (Morocco)

**RULE 1**

1. The Secretariat of the PAM shall, under the control of the Bureau, exercise the functions for which it is responsible or those delegated to it in conformity with the Statute.

2. The principle task of Secretariat is to serve, in its best possible way, the Parliamentary Assembly. More specific priorities are:

- ensuring the smooth functioning of the Assembly and its bodies;
- managing in an efficient and effective way the resources at its disposal;
- following up the decisions taken by the Assembly and its bodies;
- supporting and stimulating the activities of the Members of the PAM;
- preparing the groundwork for all Assembly's activities and programmes.

3. The key functions of the Secretariat shall be the following:

- (a) To be the permanent Headquarters of the PAM;
- (b) To prepare and organize the ordinary and extraordinary annual sessions of the Assembly, the meetings of the Bureau, the meetings of the Standing Committees as well as all other meetings and activities of the Assembly.
- (c) To keep records on the Members of the Assembly and endeavour to foster new requests for affiliation;
- (d) To support and stimulate the activities of the Members of the PAM and to contribute, on the technical level, towards the harmonization and visibility of these activities;
- (e) To prepare the questions to be considered at the Bureau and the Assembly meetings and to distribute the necessary documents in due time;
- (f) To provide for the execution of the decisions of the Bureau and of the Assembly;
- (g) To establish and maintain cooperation between the PAM and other relevant national, regional and international institutions and organizations and, in general, ensure its representation at key international events and fora;
- (h) To prepare proposals for a draft work programme and budget for the consideration of the Bureau;
- (i) To collect and disseminate information concerning the structure and functioning of representative institutions;
- (l) To maintain the archives of the PAM.

**RULE 2**

1. The administration of the Secretariat and responsibility for exercising its intrinsic or delegated functions shall be entrusted to the Secretary General.

2. In the exercise of his duties, the Secretary General shall be responsible to the President and to the Assembly.

3. The Secretary General shall be appointed for a term of four years by the Assembly, on the proposal of the Bureau, and shall be eligible for reappointment. The terms of the Secretary General's appointment shall be fixed by the Bureau.

4. The Secretary General shall have the capacity to conclude contracts, to acquire and dispose of movable and immovable property, and to institute legal proceedings.

5. The Secretary General shall work solely for the Parliamentary Assembly of the Mediterranean and may not be a member of any Parliament.

### **RULE 3**

1. The Secretary General shall engage the necessary staff within the framework of the budget approved by the Assembly and shall inform the Bureau of appointments and terminations of employment. The Bureau shall confirm the senior appointments made by the Secretary General.

2. The common system for salaries, allowances, privileges and benefits of the International Civil Service Commission, the UN and other international organizations shall be applied to the international staff recruited with a permanent contract by the Assembly. This will include the participation into the Pension Fund of the UN, IPU and other international organizations. International staff of the PAM Secretariat will be exempt from taxation on the salaries and emoluments paid to them by the Assembly.

3. The Secretary General and the members of the Secretariat shall not engage in any action incompatible with their positions.

### **RULE 4**

1. The staff of the Secretariat shall enjoy, while discharging their duties in the territories of its Members and during their journeys to and from the place of meetings, the following privileges and immunities:

- (a) immunity from personal arrest or detention and immunity from seizure of their personal baggage, save in flagrant cases of criminal offence;
- (b) immunity from jurisdiction, even after their mission has been accomplished, for acts carried out in the discharge of their duties, including words spoken, votes cast and writings;
- (c) inviolability of all official papers, data media and documents;
- (d) exemption from any immigration restrictions, from any formalities concerning the registration of aliens and from any obligations relating to national service;
- (e) the right to use codes in official communications and to receive or send documents or correspondence by means of diplomatic couriers or bags.

### **RULE 5**

The Secretary General or a member of the Secretariat appointed by the Secretary General shall be present, in a consultative capacity, at sessions of the PAM's organs and at all meetings convened by the PAM.

### **RULE 6**

The Secretariat may issue laissez-passer to members of delegations and its officials. National authorities of PAM members shall recognize and accept such laissez-passer as valid travel documents.

### **RULE 6**

The Secretary General shall submit an annual report to the members of the Bureau, for onward transmission to the Assembly, by not later than 31 March. Following the Assembly's approval, the annual report shall be circulated among the Members of the Assembly, and also forwarded, for information purposes, to the Governing Council of the Inter-Parliamentary Union.

### **RULE 7**

1. The Secretary General shall prepare each year, for submission to the Bureau, a draft work programme, together with a draft budget.

2. The Secretary General shall be responsible for the execution of the budget of the PAM and the administration of its assets.

3. The sums required for payments shall be withdrawn by the Secretary General. In case of the Secretary General's absence, the right of signature may be delegated to an executive officer of the Secretariat.

#### **RULE 8**

1. In case of need, the Secretary General shall be authorized to make transfers from one budgetary heading to another in the course of a single financial period.

2. The Bureau shall be informed of these transfers before the accounts are transmitted to the Auditors appointed by the Bureau.

3. The Secretary General may not, without the consent of the Bureau, effect expenditure in excess of the overall credit included in the annual budget.

4. Should the budgetary credits voted by the Assembly appear to be insufficient to cover the expenditure required for the execution of the programme and the administration of the PAM, the Secretary General shall so inform the Bureau, which may request the Assembly to grant supplementary credits.

5. In case of urgency, these credits may be granted by the Bureau, which must inform the Assembly of such action at the latter's next session.

#### **RULE 9**

1. The Secretary General shall provide the Bureau with full information on the financial administration of the Assembly, developments in income and expenditure, and the policy applied in this respect.

2. Each year, the Secretary General shall have the accounts for the previous financial period examined by an External Auditor and shall then submit the accounts to the Auditors who shall present them to the Assembly. The Assembly shall rule each year on the sanction to be given to the Secretary General in respect of the financial administration.