

RULES CONCERNING THE ORGANIZATION
AND INTERNAL WORKING OF THE
INTERNATIONAL BUREAU OF THE
PERMANENT COURT OF ARBITRATION

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Done at The Hague, December 18th, 1900

Article I

It shall be the duty of the Secretary-General of the Permanent Court of Arbitration to act as head of the International Bureau, and, by the same title, as Registrar of the Court.

He shall be responsible for the Bureau's correspondence.

He shall draw up an annual budget for the income and expenditure of the Bureau, and submit it to the Administrative Council for examination and approval. He shall do likewise for the closure of the Bureau's annual accounts, following the same order as that of the budget.

He shall be in charge of all the staff of the Bureau.

Article II

The staff of the International Bureau shall comprise:

a First Secretary;
a Second Secretary;
a Secretary-Translator;
an Administrator;
a messenger.

Article III

The Secretary-General shall have complete authority over the working of the Bureau.

Article IV

In the event of the Secretary-General being on leave or prevented from performing his duties, he shall be replaced by the First Secretary.

Article V

The Staff of the International Bureau are forbidden to communicate to persons outside the Bureau, either by word of mouth or in writing, any information concerning the business entrusted to them in the course of their work, or to allow such persons any access to the documents pertaining to the work of the Bureau.

