

## The AMCOW Secretariat

The Secretariat is headed by an Executive Secretary and is responsible for:

- day-to-day running of the Secretariat
  - taking follow up actions on the decisions of the Council
  - preparing programs and budgets for consideration by the Executive Committee,
  - providing Secretariat services for the sessions and meetings of the organs of the Council,
- and
- reporting to the Executive Committee.

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