

- (a) formulating strategies, policies and programmes for the reduction in proliferation of small arms;
- (b) sensitizing the public on the need to hand over to security services illegally held light weapons;
- (c) updating the Register of Small Arms and Light Weapons and transmitting them to the Economic Community of West Africa States Commission and any other international organisation that may so require;
- (d) advising the Economic Community of West Africa States Commission on exceptions to be granted to the moratorium for weapons of categories 1, 2, and 3; and
- (e) mobilizing resources for programme expenditures.

#### PART IV – MANAGEMENT AND STAFF

15. (1) There shall be for the National Commission a Secretary-General who shall be appointed by the President after consultation with the National Commission and the Public Service Commission.

(2) The Secretary-General shall –

- (a) be the chief executive of the Commission;
- (b) execute and implement the policies and decisions of the National Commission and the Board; and

(c) be responsible for the transaction of the day-to-day business of the National Commission.

(3) The Board may delegate to the Secretary-General such of its functions as are necessary to enable him or her to transact efficiently the day-to-day business of the National Commission, and for that purpose, the Board may, from time to time, issue written instructions to the Secretary-General.

16. The Board shall designate one of the staff of the National Commission, as the Secretary to the Board who, shall –

- (a) keep the books and records and conduct the correspondence of the Board;
- (b) with approval of the Secretary General prepare the agenda and record the minutes of meeting of the Board; and
- (c) perform such other functions as may be assigned to him or her by the Board.

17. (1) The Board shall appoint for the Commission such other employees as it thinks necessary for the due discharge of the functions of the National Commission, on such terms as to remuneration and otherwise as it may determine.

(2) The Board is responsible for the discipline and removal of employees of the National Commission.

Secretary to the Board

Staff of the National Commission

Secretary General