§ 200.13a The Secretary of the Commission.

(a) The Secretary of the Commission is responsible for the preparation of the daily and weekly agendas of Commission business; the orderly and expeditious flow of business at formal Commission meetings; the maintenance of the Official Minute record of all actions of the Commission; and the service of all instruments of formal Commission action. He or she is custodian of the official seal of the Commission, and also has the responsibility for authenticating documents.

(b) The Secretary has been delegated responsibilities relating to the Commission’s rules of practice, administrative proceedings under the Commission’s statutes, and other responsibilities.

(c) In addition, he or she administers the Commission’s Library.

§ 200.13b Director of the Office of Public Affairs, Policy Evaluation, and Research.

The Director of the Office of Public Affairs, Policy Evaluation, and Research is the chief public information officer for the Commission, and oversees activities that communicate the Commission’s actions to those interested in or affected by them. His or her responsibilities include liaison with the news media, dissemination of information to the news media and to the general public, supervision of internal and some external publications and of audio-visual presentations. Responsibilities of the Director, and of his or her staff, include special projects that may be deemed appropriate to communicate information on Commission actions.


(a) Under the Administrative Procedure Act (5 U.S.C. 551-559) and the federal securities laws, the Office of Administrative Law Judges conducts hearings in proceedings instituted by the Commission. The Administrative Law Judges are responsible for the fair and orderly conduct of the proceedings and have the authority to:

1. Administer oaths and affirmations;
2. Issue subpoenas;
3. Rule on offers of proof;
4. Examine witnesses;
5. Regulate the course of a hearing;
6. Hold pre-hearing conferences;
7. Rule upon motions;
8. Unless waived by the parties, prepare an initial decision containing the conclusions as to the factual and legal issues presented, and issue an appropriate order.

(b) The Chief Administrative Law Judge performs the duties of an Administrative Law Judge under the Administrative Procedure Act and the duties delegated to him or her by the Commission that are compatible with those duties. The Chief Administrative Law Judge is responsible for the orderly functioning of the Office of Administrative Law Judges apart from the conduct of administrative proceedings and acts as liaison between that Office and the Commission.

§ 200.15 Office of International Affairs.

(a) The Office of International Affairs (“OIA”) is responsible for the negotiation and implementation of the Commission’s bilateral and multilateral agreements and understandings with foreign financial regulatory authorities. OIA coordinates and participates in activities relating to the Commission’s international cooperation programs and develops initiatives to enhance the Commission’s ability to enforce the federal securities laws in matters with international elements.

(b) OIA assists in and facilitates the efforts of the Commission’s other divisions and offices in responding to international issues and in developing legislative, rulemaking and other initiatives relating to international securities markets. OIA facilitates the development of and, where appropriate, provides advice and presents Commission...
positions relating to international ini-
tiatives of other U.S. Government de-
partments and agencies affecting regu-
lation of securities markets. OIA plans,
coordinates and participates in Com-
mission meetings with foreign finan-
cial regulatory authorities.

[58 FR 52418, Oct. 8, 1993]

§ 200.16 Executive Assistant to the
Chairman.

The Executive Assistant to the
Chairman assists the Chairman in con-
sideration of legal, financial, and eco-
nomic problems encountered in the ad-
ministration of the Commission’s stat-
utes. He or she arranges for and con-
ducts conferences with officials of the
Commission, members of the staff, and/
or representatives of the public on
matters arising with regard to general
programs or specific matters. Acting
for the Chairman, he or she furnishes
the initiative, executive direction, and
authority for staff studies and reports
bearing on the Commission’s adminis-
tration of the laws and its relations
with the public, industry, and the Con-
gress. The Executive Assistant is also
responsible for assisting members of
the Commission in the preparation of
the opinions of the Commission, and to
the Commission for the preparation of
opinions and decisions on motions and
certifications of questions and rulings
by administrative law judges in the
course of administrative proceedings
under Rule 102(e) of the Commission’s
Rules of Practice (§ 201.102(e) of this
chapter), and in other cases in which
the Chairman or the General Counsel
has determined that separation of func-
tions requirements or other cir-
cumstances would make inappropriate
the exercise of such functions by the
General Counsel. In cases where, pursu-
ant to a waiver by the parties of sepa-
rating of function requirements, an-
other Division or Office of the Commis-
sion’s staff undertakes to prepare an
opinion or decision, such Division or
Office rather than the Executive As-
sistant will prepare such opinion or de-
cision, although the Executive Assistant
may assist in such preparation. The Executive Assistant is further re-
 sponsible for the exercise of such re-
view functions with respect to adju-
dicatory matters as are delegated to

§ 200.16a Inspector General.

(a) Under the Inspector General Act
of 1978, as amended, (5 U.S.C. app.) the
Inspector General performs inde-
dependent and objective investigations
and audits relating to the Commis-
sion’s programs and operations. An in-
vestigation seeks to detect and prevent
waste, fraud, and abuse in the Commis-
sion’s programs and operations, such as
violations of federal statutes or regula-
tions by contractors and Commission
employees or the Standards Of Ethical
Conduct For Employees of the Execu-
tive Branch. An audit seeks to deter-
mine whether:

(1) Program goals and results identi-
 fied in enabling legislation are
 achieved.

(2) Resources are efficiently and eco-
nomically used and managed.

(3) Financial operations are properly
 conducted.

(4) Financial reports are fairly pre-
sented.

(5) Applicable laws and regulations
 are complied with.

(b) In cooperation with Commission
management, the Inspector General
generally promotes economy, effi-
ciency, and the effectiveness of waste
or fraud detection and prevention in
the Commission’s programs and oper-
ations. The Inspector General also
keeps the Congress and the Commis-
sion informed about problems and defi-
ciencies in the Commission’s programs
and operations.

(c) The Inspector General reports to
the Commission, but is independent of
all other Commission management. In
addition, the Inspector General inde-
pendently prepares semi-annual reports
to the Congress.

(d) With respect to misconduct of
Commission employees and contrac-
tors, the Inspector General, after con-
sultation with the Ethics Counsel,
where appropriate, serves as the Com-
mision’s liaison with other federal
audit and investigative agencies, such
as the Department of Justice and the