



INTERNATIONAL COTTON ADVISORY COMMITTEE

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Memorandum 765

To: Delegates to the Standing Committee, Coordinating Agencies, Members of the Private Sector Advisory Panel and Participants in the Plenary Meeting

From: Executive Director

Subject: Procedural Matters for the 63rd Plenary Meeting

Date: September 21, 2004

The following guidelines are offered for participants in the 63rd Plenary Meeting:

COUNTRY REPORTS

Written detailed "country" reports are welcomed from all countries at each plenary meeting. The reports provide a strong base of statistical information used by the Secretariat and others throughout the ensuing year, and the reports provide a vehicle by which all in the cotton industry are kept informed of latest developments around the world. Therefore, countries are strongly encouraged to complete reports for distribution at the plenary meeting in Mumbai.

If unable to attend the plenary meeting, member countries are encouraged to send a report for the benefit of the Secretariat and for distribution and inclusion in the Statements of the Meeting.

Documents received electronically at <secretariat@icac.org> by **November 4, 2004** will be included on a CD being prepared for distribution to delegates.

Documents should be in one of the official languages of the Committee, preferably in English. Delegations are asked to bring a minimum of 50 copies of their reports and statements for distribution to other delegations (350 copies for distribution to all delegates and observers). The Secretariat would appreciate receiving documents following the attached "Guidelines for Authors." Statements will be published in English following the plenary meeting.

Copies of reports for distribution to delegates may be sent in advance to Mumbai:

East India Cotton Association
Cotton Exchange Building
2nd Floor
Mumbai
Maharashtra 400 003
India

Shipping documents should reference:
Documents & Materials for International Conference
(63rd Plenary Meeting of the International Cotton Advisory Committee)
Mumbai, 28 November – 3 December 2004
Without Commercial Value

PLENARY AND OPEN SESSIONS

The agenda of each plenary meeting is ambitious, with sessions organized on a broad range of topics to satisfy the interests of the host country, other member countries, the PSAP and mandates received from previous meetings. The agenda of the 63rd Plenary Meeting is no exception, and compromises in the

schedule have been necessary as a consequence. Delegates are asked to be mindful of the need to begin and end sessions as scheduled.

Delegations with prepared remarks for presentation in plenary or open sessions are asked to supply copies to the Secretariat in advance. The Secretariat will make copies of remarks for the use of the interpreters. Copies of remarks will not be distributed to other delegations until they have been made. While the Secretariat would like to receive statements on diskette, a typed original is acceptable.

Plenary sessions are open to all delegates and observers, but only delegates may offer comments or questions. *Open sessions* are open to all delegates and observers, and any participant is welcome to ask questions or make comments on matters under discussion. Microphones will be available to facilitate participation by observers. In both plenary and open sessions, the chair will control all discussion, and participants must receive recognition before speaking.

Sunday, November 28

The **Expert Panel on Commercial Standardization of Instrument Classing of Cotton (CSITC)** will meet in the Secretary General's Conference Room at the Hilton Towers beginning at 1:30 pm. The Panel will continue its discussions begun in Bremen in March with a view toward finalizing its report to the plenary meeting to be delivered during the 3rd Open Session on Tuesday. Attendance will be limited to Panel members, their associates and invited guests.

Monday, November 29

The **Private Sector Advisory Panel (PSAP)** will meet over breakfast beginning at 7:00 am in the Secretary General's Conference Room. The PSAP will agree on the contents of its report to the Plenary Meeting, scheduled for delivery on Tuesday during the 1st Plenary Session.

The Inaugural Session is scheduled to begin at 9:00 AM. **Welcoming and Opening Remarks** from the Government of India, the Keynote Address and formal reports of the chairman of the Standing Committee and the executive director will be presented. In addition, the Delegation of Egypt will make Welcoming Remarks on behalf of all delegates, with the understanding that the written comments of all delegates can be included in the Proceedings.

The 1st Open Session at 11:00 am will discuss the world **economic outlook and the outlook for cotton** supply, demand and trade.

The 2nd Open Session beginning at 1:45 pm will be on the topic of **The Role and Importance of National Cotton Sector Associations**. The purpose of the session is to facilitate the formation of national cotton-sector associations by providing information on the characteristics of successful national associations and the benefits of speaking with one voice as an industry.

The First Plenary Session is scheduled to begin at 3:45 pm. **Statements** will be made on behalf of international organizations, member countries and non-member countries. These statements are important and fundamental to the mission of the ICAC in providing transparency to the world cotton market. Countries and organizations are urged to provide full statements in writing to the Secretariat for distribution to delegates and for publication in the proceedings. However, the sheer number of the statements, combined with their often detailed and statistical nature, makes it necessary for delegates to exercise judgement in their delivery. The chair will enforce a time limit of five minutes for each statement, but delegates are asked not to place the chair in an uncomfortable situation by forcing him to interrupt their statements. The Session will begin with statements by international organizations, followed by statements by member countries and non-member countries.

Tuesday, November 30

The Committee for International Cooperation Between Cotton Associations (CICCA) will meet over breakfast in the Secretary General's Conference Room beginning at 7:00 am.

The 3rd Open Session beginning at 9:00 am will be on the topic of **Trading Cotton on an Instrument Based Classing System**. The session will feature a report from the Chair of the Expert Panel on

Commercial Standardization of Instrument Classing of Cotton and case studies from India and Tanzania in efforts to use instrument classing systems. The purpose of the session is to discuss how best to encourage increased instrument classing of cotton.

The Second Plenary Session beginning at 11:00 am will be devoted to the discussion of **government measures affecting cotton**. There will be two reports on this subject: one from the Secretariat and another from a representative of the World Trade Organization (WTO). The purpose of the session is to discuss how best the ICAC can support a successful outcome to the talks on agriculture within the WTO.

The 4th Open Session beginning at 1:45 pm will be on the topic of **Strengthening the Input Supply Chain to Small Holders**. The purpose of the session is to exchange experiences from different countries on how best to ensure that small holder cotton producers have access to quality inputs on a timely basis.

The First Plenary Session will be continued beginning at 3:45 pm with additional **statements**. The Chair of the Private Sector Advisory Panel will give a report, followed by statements from international organizations, member countries and non-member countries.

Wednesday, December 1

The Secretary General will host a breakfast meeting of **representatives of the organizing committees** responsible for the 62nd, 63rd, 64th, and 65th plenary meetings in the Secretary Generals Conference Room beginning at 7:00 am.

The 5th Open Session beginning at 9:00 am will be on the topic of **Facilitating Adoption of Best Agronomic Practices by Small Holders**. The purpose of the session is to exchange experiences from different countries on how best to provide information on appropriate agronomic practices to smallholder cotton producers in order to raise yields.

The 6th Open Session beginning at 11:00 am will consist of a panel discussion on **How to Make Cotton Price Risk Management Effective Globally**. The purpose of the session is to provide examples of effective price risk management instruments and techniques using New York futures and options that can be beneficial to cotton producers outside the U.S.

Thursday, December 2

Members of the **International Forum for Cotton Promotion** will meet over breakfast in the Secretary Generals Conference Room beginning at 7:00 am.

A technical seminar on the subject of **How to Improve Yields and Reduce Pesticide Use** will be conducted during the 7th Open Session beginning at 9:00 am.

The 8th Open Session beginning at 11:00 am will consist of a panel discussion of **New Developments in Biotechnology in Cotton**. The Chair of the Expert Panel on Biotechnology in Cotton will provide a report.

The 9th Open Session beginning at 1:45 PM will feature the subject of good trade practices. The topic will be **Improvement of Cotton Trading Practices**. The purpose of the session is to raise awareness of the problems caused in international trade by inconsistent cotton trading practices and to provide information on practical steps being undertaken to improve the situation.

Friday, December 3

The 10th Open Session beginning at 10:00 am will be on the topic of **Strategies for Cotton Demand Enhancement** and will feature reports from the Secretariat, the International Forum for Cotton Promotion and national cotton industry organizations.

The **Closing Plenary Session** is scheduled for 12:00 noon. An invitation to the 64th Plenary Meeting will be received from the Government of the United Kingdom, followed by closing comments by the Chairman of the Plenary Meeting and by Poland on behalf of all delegations. All delegations are welcome to submit closing comments to the Secretariat for inclusion in the Proceedings.

MEETING OF THE STEERING COMMITTEE

The Steering Committee is made up of all official delegations of member countries of the International Cotton Advisory Committee. Observers are excluded from its meetings. One meeting is scheduled on Friday at 9:00 am. The Steering Committee is scheduled to confirm the election of Standing Committee officers, consider working papers from the Standing Committee, receive the report of the Committee on Cotton Production Research and adopt the Statement of the 63rd Meeting presented by the Drafting Group.

MEETING OF THE COMMITTEE ON COTTON PRODUCTION RESEARCH

The Committee on Cotton Production Research will meet during the 7th Open Session on Thursday. The topic will be "How to Improve Yields and Reduce Pesticide Use." The Committee on Cotton Production Research is made up of all delegations, and the meeting is open to all participants of the plenary meeting.

MEETING OF THE DRAFTING GROUP

The Drafting Group is made up of all delegations from member countries. Observers are excluded. The purpose of the Drafting Group, which will elect its own chair, is to draft a statement of the consensus of the 63rd Plenary Meeting. The Secretary General will prepare a draft statement for the consideration of delegations and will distribute it before the meeting of the Drafting Group. The Drafting Group is scheduled to meet on Thursday afternoon.

Guidelines for Authors

This ICAC **Guide** is designed to ensure that statements and presentations to the meeting can receive the widest distribution and have the greatest impact possible. Copies of all statements and presentations received will be distributed to participants at the meeting and posted on the web on the day of delivery in Mumbai. Proceedings of the meeting, including the minutes of ensuing discussions, will be published as soon as possible when the Secretariat returns to Washington. Country reports, statements for plenary and open sessions and presentations received in advance will also be provided to the interpreters for improved communication during the meeting.

Copyright. By submitting presentations and statements to the ICAC Secretariat, authors assign copyright ownership to the ICAC for the purposes of publication in ICAC publications and distribution to the public.

Electronic format. The ICAC prefers to use electronic versions of all text and charts to ensure optimum reproduction. We are able to work with:

- Email with attachments – preferred method
- Imation *SuperDisks* (120 MB)
- CD-ROM
- Zip
- Floppy disks
- Macintosh or PC formatted

Formats

- **Text:** We prefer MS Word documents (either Macintosh or PC versions) but we can accept WordPerfect and plain ASCII text files.
- **Photographic:** We prefer 400+ dpi TIFF or Photoshop ver. 5 images (at actual size). We can accept JPEG files.
- **Line art/charts/graphs:** We prefer PowerPoint files.
- **Graphics and other data:** We can accept Acrobat files (.pdf), Postscript files (.ps), QuickTime files (.mov), graphical image files (.gif), HTML files (.html), JPEG image files (.jpg), sound files (.wav), Illustrator ver 8 or lower (AI or EPS) or MS Excel spreadsheet document (.xls).

Notes

- Provide all images (charts, graphs, photographs) as **separate** files.
- Ensure all color artwork is converted to CMYK (where possible).
- Use sans-serif typefaces such as Arial or Times New Roman.
- Avoid using lines with widths of less than 1 point.
- Scans can be made of hard copy images if necessary. We cannot scan in color.
- PowerPoint, Word and Excel files can be used as long as they **do not contain placed images**. Such images should be provided separately.
- Please ensure that all email messages, disks and hard copies are clearly labeled with the program/format and figure number(s) as necessary.
- Please send by email or express mail service. Declare a *zero value* on mailed packages so that we are not charged at delivery. The ICAC does not return disks unless requested.
- Please ensure that file sizes are as small as possible, so that they can be downloaded quickly.

Please also:

1. Include a short summary (no more than 50 words) to describe the contents of each file – this may be a caption or legend; and
2. Identify the types of files (program formats) that you have submitted.

Any questions about the submission or preparation of statements and presentations can be directed to authors@icac.org or (202) 463-6660 x 17.