



INTERNATIONAL COTTON ADVISORY COMMITTEE

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Memorandum 784

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 64th Plenary Meeting

Date: July 1, 2005

The following guidelines are offered for participants in the 64th 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 Liverpool.

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 **September 1, 2005** 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 Liverpool:

Sandra McKeown
GONW
Cunard Building
Pier Head
Liverpool
L3 1QB

Shipping documents should reference:
Documents & Materials for International Conference
(64th Plenary Meeting of the International Cotton Advisory Committee)
Liverpool, 25 – 29 September 2005
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 64th 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 rinterpreters. Copies of remarks will not be distributed to other delegations until they have been made. While the Secretariat would like to receive statements on an electronic medium, 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, September 25

The **Private Sector Advisory Panel (PSAP)** will meet in the morning beginning at 9:30 AM, and the **Expert Panel on Commercial Standardization of Instrument Testing of Cotton (CSITC)** will meet in the afternoon beginning at 1:30 PM. Both meetings will be conducted at the Holiday Inn Hotel City Centre.

The agenda of the PSAP will be based on the report given to the 63rd Plenary Meeting in Mumbai and the discussion in May in Phoenix, USA on the margins of the ACSA meeting. The PSAP will report to the Plenary Meeting during the First Plenary Session on Tuesday, September 27.

The agenda for the CSITC will be based on the report from the Third Meeting in Memphis in June. The CSITC will report to the Plenary Meeting during the First Open Session on Monday, September 26.

Detailed agendas for both meetings will be sent to members of the PSAP and the CSITC in July.

Monday, September 26

The Inaugural Session is scheduled to begin at 9:00 AM. **Welcoming and Opening Remarks** from the Government of the UK, the Keynote Address and formal reports of the Chairman of the Standing Committee and the executive director will be presented. There will be an opportunity to offer amendments to the Agenda of the 64th Plenary Meeting. The Delegation of Poland 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 be on the topic of **Trading Cotton on an Instrument Based Testing System**. The session will include a report from the Chairman of the Expert Panel on CSITC and three presentations from representatives of traders, instrument manufacturers and the USDA. The purpose of the session is to approve the report from the CSITC so as to facilitate standardization of instrument testing in the world cotton industry.

The 2nd Open Session beginning at 1:45 PM will be on the topic of **Demand Enhancement**. The purpose of the session is to demonstrate the value to individual national cotton industries of demand enhancement activities. The Session will be organized by the International Forum for Cotton Promotion.

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, September 27

A breakfast meeting of the organizing committee for the World Cotton Research Conference – 4 (WCRC-4) will be held at 7:00 AM in the Secretary General's Conference Room in St. George's Hall.

The 3rd Open Session beginning at 9:00 AM will be on the topic of **The Outlook for Cotton Supply and Use**. The session will include reports from the Secretariat and a textile industry analyst.

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.

Members of the **International Forum for Cotton Promotion (IFCP)** will conduct a business meeting during lunch in the Secretary General's Conference Room beginning at 12:30 PM.

The 4th Open Session beginning at 1:45 pm will be on the topic of **The Benefits of Standardized International Trading Rules for Cotton**. The purpose of the session is to demonstrate the value to the cotton industry of adoption of common rules or contracts for trade in cotton. Representatives of arbitral bodies, spinners and merchants will give their presentations.

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, September 28

The Secretary General will host a breakfast meeting of **representatives of the organizing committees** responsible for the 62nd, 63rd, 64th, 65th, and 66th plenary meetings in the Secretary General's Conference Room beginning at 7:00 AM. The purpose of the breakfast is to exchange ideas on how best to finance and organize future plenary meetings.

The **Committee on Cotton Production Research** will meet during the 5th Open Session on Wednesday, September 28 beginning at 9:00 AM during the 5th Open Session. The topic will be "Rapid Instrument Testing: Opportunities for Breeders and Other Segments of the cotton Industry and the Need for Uniform Definitions." The Committee on Cotton Production Research is made up of all delegations, and the meeting is open to all participants of the plenary meeting. Plant breeders, researchers in other disciplines and spinners will present their views on the role of rapid instrument testing in the cotton industry. The topic for the 2006 Technical Seminar will also be chosen during this session.

The 6th Open Session beginning at 11:00 AM will be on the topic of **African Cotton and the International Community**. Representatives of both the public and private sectors from Africa will present their views on the progress of Africa in integrating into the world cotton industry and what additional steps are needed for further progress.

The Secretariat hopes to arrange for a **group photo** of all participants in the 64th Plenary Meeting to be taken on the steps of St. George's Hall immediately after the 6th Open Session is adjourned.

Thursday, September 29

The 7th Open Session on the topic of **The Impacts of Cotton on Health and the Environment** will begin at 9:00 AM. The purpose of the session is to provide objective information about the impacts of cotton production on human health and the environment. Representatives of international organizations and non-government organizations are being invited to make presentations.

The **Closing Plenary Session** is scheduled for 11:00 AM. An invitation to the 65th Plenary Meeting will be received from the Government of Brazil, followed by closing comments by the Chairman of the Plenary Meeting and by India on behalf of all delegates. All delegations are welcome to submit closing comments to the Secretariat for inclusion in the Proceedings.

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 64th 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, September 29, beginning at 1:45 PM.

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. The meeting is scheduled to begin on Thursday, September 29 at 4:00 PM after the meeting of the Drafting Group. 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 64th Meeting presented by the Drafting Group.

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 Liverpool. 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.