



INTERNATIONAL COTTON ADVISORY COMMITTEE

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Memorandum 850

To: Delegates to the Standing Committee, Coordinating Agencies, Members of the PSAP, CSITC, SEEP, Representatives of the IFCP and Participants in the Plenary Meeting

From: Executive Director

Subject: Procedural Matters for the 67th Plenary Meeting

Date: August 21, 2008

The following guidelines are offered for participants in the 67th Plenary Meeting:

TRAVEL TO OUAGADOUGOU

Delegates and observers are urged to register for the meeting at www.ICAC.org. Hotel reservations can be made directly with the Organizing Committee in Ouagadougou by using the form in the registration packet or by downloading the form from the ICAC web site. The deadline for guaranteed hotel availability at posted rates for the 67th Plenary Meeting is **September 15**, 2008. All participants are responsible for making travel arrangements to and from Ouagadougou. All participants who plan to obtain a visa upon arrival at the International Airport of Ouagadougou must bring two passport pictures and 10,000 CFA Francs (about 16 euros). Travelers are reminded to ensure that their vaccinations for yellow fever are current and to bring malaria medicine.

COMPOSITION OF DELEGATIONS

Designation of delegates: Member governments are encouraged to notify the executive director as soon as possible of the names of representatives and the head of delegation to the 67th Plenary Meeting so that registration can proceed without confusion.

Size of official delegations: The Rules and Regulations do not stipulate a maximum number of official delegates. Countries are asked to exercise discretion in constituting their official delegations, keeping in mind that official delegates are presumed to be in full time attendance at the plenary meeting.

Participation of members of the Standing Committee in the Plenary Meeting: The participation of members of the Standing Committee in plenary meetings is important. The Standing Committee serves as a link in the chain of communication connecting the Standing Committee and Secretariat to plenary meeting delegates from governments and the private sector. The Standing Committee works with the executive director between plenary meetings to direct the work plan of the Secretariat and to implement decisions of the Advisory Committee. Governments are encouraged to include delegates to the Standing Committee in official delegations for each plenary meeting.

Participation of members of the PSAP, CSITC, SEEP and IFCP: Likewise, governments are encouraged to include members of the Private Sector Advisory Panel, the Task Force on Commercial Standardization of Instrument Testing of Cotton, the Expert Panel on Social, Environmental and Economic Performance of Cotton Production and representatives of the International Forum for Cotton Promotion in their official delegations to the 67th Plenary Meeting.

COUNTRY STATEMENTS

Written detailed "country" statements are strongly encouraged from both member and non-member countries. Country Statements are an opportunity to highlight key issues for the cotton industry and core interests of each country to be addressed in the Statement of the Plenary Meeting. Countries often include statistical information showcasing the performance of their cotton industry in the Country Statement. The reports provide a strong base of statistical information used by the Secretariat and others throughout the ensuing year. The reports provide a vehicle by which all in the cotton industry are kept informed of structural changes in countries. Therefore, countries are strongly encouraged to complete reports for distribution at the plenary meeting in Ouagadougou.

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

Plenary Meeting documents received electronically at <secretariat@icac.org> by **October 17, 2008** will be included on a CD for distribution to delegates.

Documents should be in one of the official languages of the Committee (Arabic, English, French, Russian, Spanish), preferably in English. Delegations are asked to bring a minimum of 50 copies of their statements for distribution to other delegations (400 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 country statements, and other reports, intended for distribution to delegates may be sent in advance to Ouagadougou:

Mr. Sonny Cheick Oumar
 Delegee Sofitex
 01 BP 1650 Ouagadougou 01
 Burkina Faso
 Phone: 226-5030-4177
 Cell: 226-7664-7538
 Fax: 226-5030-4232

Shipping documents should reference:

Documents & Materials for International Conference
 (67th Plenary Meeting of the International Cotton Advisory Committee)
 Ouagadougou
 17-21 November, 2008
 Without Commercial Value

DRESS CODE

The dress code for the 67th Plenary Meeting will be as follows:

- All sessions: business suits
- Conference dinners on Monday and Thursday evening: business suits
- Welcome reception on Sunday and dinner on Tuesday: business casual
- Tours on Wednesday afternoon: tourist attire

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 67th 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, November 20, beginning at 13:45.

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, November 20 at 16:00 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, if any, receive the report of the Committee on Cotton Production Research, receive the report of the Private Sector Advisory Panel, and adopt the Statement of the 67th Plenary Meeting presented by the Drafting Group.

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 67th 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.

New Format for Open Sessions: Based on a suggestion from the Standing Committee to expand time available for discussion, the 67th plenary meeting will feature a new, interactive format designed to encourage discussion and collaboration. The Chair of each session will introduce panelists. Panelists will provide summaries of their main conclusions, and these introductory remarks will be followed by questions and discussion between the panelists and all participants, with the Chair leading the discussion. There should be between 60 minutes and 90 minutes for discussion during each session.

Delegations with prepared remarks for presentation in plenary or open sessions are asked to supply copies to the Secretariat in advance. The Secretariat will provide copies of remarks to the interpreters, but copies of remarks will not be distributed to other delegations in advance of presentation. While the Secretariat would like to receive statements on an electronic medium, a typed original is acceptable.

In addition, members of the Secretariat will circulate among speakers during the plenary meeting to collect written speaking notes from delegates for the purpose of ensuring accurate minutes of the meeting. All participants are asked to cooperate with the Secretariat by providing their speaking notes, even when only handwritten, so that the minutes of the meeting can be as accurate as possible.

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 16

The **Expert Panel on Social, Environmental and Economic Performance of Cotton Production (SEEP)** will meet in the International Conference Center beginning at 10:00 AM. SEEP was formed in 2007 following a decision of the 65th Plenary Meeting in Brazil in 2006. The purpose of SEEP is to provide the ICAC with objective, science-based information, gather information from around the world on costs of agricultural labor, and make recommendations for further action to improve the social, environmental and economic performance of the cotton industry. The Chair and Vice Chair of SEEP will report to the Plenary Meeting during the Third Open Session on Tuesday, November 18. Several members of SEEP will engage in an hour-long question and answer session during the Third Open Session involving plenary participants in order to fully discuss the implications and recommendations from the first SEEP report.

The **Task Force on Commercial Standardization of Instrument Testing of Cotton (CSITC)** will meet in the International Conference Center beginning at 13:30. CSITC is completing the second year of Round Trials to encourage improved test center performance by facilitating standardization of results from test centers around the world. The large number of tests performed over five days makes detailed

diagnostic analysis possible. Observers are welcome. Persons who wish to attend the CSITC meeting as observers should notify the Secretariat in advance.

Detailed agendas for the SEEP and CSITC meetings are being sent to members of SEEP and CSITC separately.

Monday, November 17

The Opening Ceremony is scheduled to begin at 9:00 in the Salle de Banquet, a formal conference hall adjacent to the International Conference Center. **Welcoming Remarks** from the Government of Burkina Faso and formal reports of the Chairman of the Standing Committee and the executive director will be presented during the Inaugural Session, which will be held in the Plenary Room at the International Conference Center. There will be an opportunity to offer amendments to the Agenda of the 67th Plenary Meeting. The Delegation of Brazil, host of the 65th Plenary Meeting, will make Welcoming Remarks on behalf of all delegates, with the understanding that written comments from all delegates can be included in the Proceedings.

All subsequent sessions during the plenary meeting will take place in the International Conference Center.

The 1st Open Session at 11:30 will be on the topic of **The Roles of Government and the Private Sector in Technology Transfer**.

The 2nd Open Session beginning at 14:30 will be on the topic of **Biotechnology in Cotton: Lessons of Implementation**.

Tuesday, November 18

The 3rd Open Session beginning at 9:00 will be on the topic of **Social, Environmental and Economic Performance (SEEP) of Cotton Production**. The Chair of SEEP will report to the Plenary Meeting on the major findings and recommendations of the Panel, followed by an interactive discussion on the work of SEEP.

The 4th Open Session beginning at 11:00 will be on the topic of **The Outlook for Cotton Supply and Demand**.

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 13:00.

The First Plenary Session beginning at 15:00 will be devoted to a discussion of **What Next for Cotton and Multilateral Trade Negotiations**. The Secretariat will present a report on subsidies, quotas and tariffs that distort production and trade in cotton. The report will be followed by a discussion of the prospects for the cotton sector and multilateral trade negotiations.

The **Private Sector Advisory Panel (PSAP)** will meet in a side room beginning at 16:00. The Chair of the PSAP will report to the Steering Committee on Thursday, November 20.

Wednesday, November 19

The Second Plenary Session is scheduled to begin at 9:00 and will continue through completion prior to lunch. **Statements** will be made on behalf of international organizations, member countries and non-member countries. The chair will enforce a limit of five minutes for each statement.

Thursday, November 20

The Secretary General will host a breakfast meeting in the Secretary General's Conference Room of representatives of the organizing committees responsible for past and future plenary meetings. The breakfast will begin at 7:00. 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 beginning at 8:30. The topic of the Technical Seminar will be **Improving the Sustainability of Cotton Production in Africa**. The Committee on Cotton Production Research is made up of all delegations, and the meeting is open to all participants of the plenary meeting. The topic for the 2009 Technical Seminar in South Africa will be chosen during this session. As with other Open Sessions, observers are invited to participate in the discussion during the 5th Open Session.

Friday, November 21

The 6th Open Session beginning at 9:00 will be on the topic of **Competitiveness of African Cotton Production**.

The **Closing Plenary Session** is scheduled for 11:00. An invitation to the 68th Plenary Meeting will be received from the Government of South Africa, followed by closing comments by the Chairman of the Plenary Meeting and by Turkey, host of the 66th Plenary Meeting. The closing comments from other delegations will follow.

BREAKOUT SESSIONS

Five Breakout Sessions on topics of interest to all plenary meeting participants will be conducted on Wednesday and Thursday. Breakout Sessions will be conducted in a separate meeting room in the International Convention Center. Breakout Sessions are conducted in English only.

Wednesday, November 19

Progress Toward Industry Standardization. This session will begin at 9:00. The session will be conducted by the Committee for International Cooperation Between Cotton Associations (CICCA).

Demand Enhancement. This session will begin at 11:00 and will be conducted by the International Forum for Cotton Promotion (IFCP). The session will consist of a report from the ICAC Secretariat on changes in cotton's share of world fiber mill use in recent years and an open discussion of cost-effective strategies to support cotton consumption at retail. The ways that the cotton industry can participate in the International Year of Natural Fibres will be woven into the dialogue.

Thursday, November 20

The Implications of Rising Energy Costs on Cotton Production and Trade. This session will begin at 11:00. The purpose of the Session is to discuss the impacts of rising transportation costs on cotton trade and whether these higher costs will result in lower levels of cotton exports in the future, or whether the higher costs will be borne by market participants.

New Developments in Cotton Ginning: This session will begin at 13:45. The purpose of the Session is to discuss new technologies in cotton ginning of interest to producing countries, particularly African producers.

New Developments in pre-ginning and post-ginning processing Technology. This session will begin at 16:00. The purpose of this session is to broaden the discussion during the plenary meeting beyond agricultural technologies for farmers and ginning technologies to also discuss new developments in collecting, handling and transportation of seed cotton, cottonseed and cotton from farms to gins and from gins to ports and textile mills.

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 Ouagadougou. 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 receive electronic versions of all text and charts to ensure optimum reproduction. We are able to work with:

- E-mail with attachments – preferred method
- CD-Rom

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 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

- 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 accept PowerPoint, Word and Excel files.
- 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 117.