

The ICAC's 80th Plenary Meeting



Working Paper 4

Procedure for Composing the Final Statement of the Plenary Meeting

DRIVING SUSTAINABILITY THROUGH
INNOVATION AND LEADERSHIP

29 November – 1st December 2022



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Recommendation from the Secretariat of the
International Cotton Advisory Committee

November 2022

The ICAC secretariat proposes the following process for composing the Final Statement of the 80th Plenary Meeting:

1. A week after the 80th Plenary Meeting concludes, the ICAC secretariat will distribute a first draft of the 80th Plenary meeting Statement via email to the Official delegations in the five official languages of the organization.
2. The Heads of Delegations will have a week to send their requested edits via email to the Director of Communications of the ICAC (mike@icac.org).
3. A revised version of the Statement will be distributed to all listed in the Official delegations
4. If there isn't any major changes, the Statement will be deemed final by the Chair who presided the 2022 Steering Committee.

Procedure for Composing the Final Statement

The ICAC Secretariat has revised the process for drafting the Statement for the 80th Plenary Meeting. Having dozens of Delegates trying to read and comment on the document presents a variety of challenges, so the ICAC Secretariat will draft the first version of the Final Statement — in Arabic, English, French, Russian and Spanish — and send it to all Delegates by 9 December 2022. Delegates will then have seven days to review the document and submit their comments and corrections (by 16 December 2022). When the Secretariat receives those comments, a revised version of the Final Statement will be distributed for approval by 19 December 2022, at which time the final version will be resent to all Delegates, and barring any further issues, the official Final Statement will be posted on 23 December.