



# INTERNATIONAL COTTON ADVISORY COMMITTEE

1629 K Street NW, Suite 702, Washington, DC 20006 USA

Telephone (202) 463-6660 • Fax (202) 463-6950 • e-mail [secretariat@icac.org](mailto:secretariat@icac.org)

## Memorandum 786

**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:** Representation at the 64<sup>th</sup> Plenary Meeting

**Date:** July 6, 2005

The following guidelines are offered regarding representation in the 64<sup>th</sup> Plenary Meeting.

**Designation of delegates:** The Rules and Regulations, Article III, Section 4.c indicate that member governments should notify the executive director as soon as possible of the names of representatives and the head of delegation to the plenary meeting. Many countries have not done so in recent years, thus creating uncertainty as to who is authorized to serve as a delegate and who is an observer. Fortunately, no issues of protocol have been raised in recent meetings. Nevertheless, it is self evident that Coordinating Agencies should officially designate participants to the plenary meeting.

**Size of official delegations:** Some countries are naming more than 20 people as official delegates to exempt members of the private sector from the observer fee. The Standing Committee directed the Secretariat to begin collecting observer fees from private sector participants in 1996 in order to defray the costs of plenary meetings. The Rules and Regulations do not stipulate a maximum number of official delegates, but the issue has been discussed in the Standing Committee and in several meetings of the Subcommittee on Budget. Countries are asked to exercise discretion in constituting their official delegations, keeping in mind that official delegates are presumed to be in attendance for all sessions of 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 ICAC 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 and CSITC:** likewise, governments are encouraged to include members of the Private Sector Advisory Panel and the Expert Panel on Commercial Standardization of Instrument Testing of Cotton in their official delegations to the plenary meeting.