



INTERNATIONAL COTTON ADVISORY COMMITTEE

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Memorandum 742

To: Delegates to the Standing Committee, Coordinating Agencies and Participants in the Plenary Meeting

From: Executive Director

Subject: Procedural Matters for the 62nd Plenary Meeting

Date: July 22, 2003

The following guidelines are offered for participants in the 62nd 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, I strongly encourage countries to complete reports for distribution at the plenary meeting in Gdansk.

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

Documents received electronically at [<secretariat@icac.org>](mailto:secretariat@icac.org) by **August 12, 2003** will be included on a CD being prepared for distribution to delegates.

Considering the subjects discussed at the 61st Plenary Meeting in October 2002 in Cairo, countries are encouraged to comment on some or all of the following subjects in their written reports for the 62nd Plenary Meeting:

- The outlook for national cotton production, consumption, trade and stocks for the 2003/04 season, and a summary of developments in recent years;
- Progress in encouraging good trade practices, including efforts to make valid arbitral awards enforceable under member countries' laws;
- Progress or developments in forming national cotton industry organizations to provide positive information to domestic consumers about cotton in order to boost demand for cotton;
- Progress or developments in national efforts to reduce government measures that distort cotton production and trade;
- Developments in regulations affecting the use of genetically engineered cotton;
- Efforts to reduce barriers to imports of machinery and replacement parts used in ginning and cotton spinning;
- Efforts to implement instrument-based quality evaluation systems reflecting spinning qualities valued by the textile industry;
- Efforts to reduce contamination of cotton.

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 Gdansk:
Care of Gdynia Cotton Association
(organizer of the 62nd Plenary Meeting of the ICAC)
7 Derdow Skiego St., 81-369
Gdynia, Poland

Shipping documents should reference:
 Documents & Materials for International Conference
 (62nd Plenary Meeting of the International Cotton Advisory Committee)
 Gdansk, 7-12 September 2003
 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 and the mandates received from previous meetings. The agenda of the 62nd 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 that they plan to present 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 comments or questions may only be offered by delegates. 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, all discussion will be controlled by the chair, and participants must receive recognition before speaking.

On Monday, September 8th at 9:30 am, the formal reports of the chairman of the Standing Committee and the executive director will be presented at the **Inauguration Session**. Remarks in response to these reports should generally be public in nature as the press, observers and guests are likely to be present. **The First Plenary Session at 11:15 am** will discuss the economic outlook for cotton with reports on supply, demand and trade.

The Second Plenary Session on Monday September 8th, Tuesday September 9th, and Wednesday September 10th will be reserved for statements by member countries, non-member countries and international organizations. 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. A time limit of five minutes for each statement will be enforced by the chair, but delegates are asked not to place the chair in an uncomfortable situation by forcing him to interrupt their statements.

The Third Plenary Session on Tuesday September 9th 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 First Open Session on Monday September 8th at 1:45 pm will be on the topic of "Using Cotton Blends to Enhance Product Performance." Three presentations are planned on new developments in fiber technology, end-use categories, and the need for regulations requiring fiber content labeling. The Secretariat will present a report on textile demand. Comments and discussion will be welcomed following each presentation.

The Second Open Session on Tuesday September 9th at 9:00 am will be on the topic of "Cotton Quality Evaluation: New Possibilities." Presentations are planned on the subjects of emerging technologies; quality testing; and Brazil's and the USA's experiences in instrument-based classification. Comments and discussion will be welcomed following each presentation.

The Third Open Session on Tuesday September 9th at 1:45 pm will discuss how to improve good trading practices by minimizing quality controversies, with papers being presented on stickiness and foreign matter and the perspectives of spinners and shippers. Comments will be welcomed following the presentations.

A workshop on the subject of “The World Cotton Sector Without Quotas and Limits—Prospects After 2005,” will be conducted Friday, September 12 at 9:30 am. Papers will be presented on “The Outlook for World Trade in Textiles After 2005,” and “Prospects for Expanded Textiles Trade in the CIS.” Comments and questions will be welcomed following each presentation.

MEETINGS 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. Three meetings are scheduled: **Monday at 9:00 am** prior to the inauguration of the plenary meeting; **Wednesday at 9:00 am**; and **Friday at 9:00 am**.

The First Meeting of the Steering Committee is scheduled for the purpose of approving the agenda of the meeting and to introduce the chair and vice chairs of the plenary meeting.

At its **Second Meeting on Wednesday, the Steering Committee** will receive a report from the Private Sector Advisory Panel. There will be opportunities for comment following the report. The Steering Committee will also discuss two recommendations from the Standing Committee: the election of officers of the Standing Committee (Working Paper I), and a proposed change in the Rules and Regulations of the ICAC (Working Paper II).

The Third Meeting of the Steering Committee on Friday is scheduled to receive the report of the Committee on Cotton Production Research and to adopt the Statement of the 62nd Meeting presented by the Drafting Group.

MEETING OF THE COMMITTEE ON COTTON PRODUCTION RESEARCH

The Committee on Cotton Production Research will meet on Thursday morning September 11th. The topic will be “The Effect of Advances in Processing Techniques on Demand for Quality Cotton.” 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 62nd 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 11th.**

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 Gdansk. 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.