



INTERNATIONAL COTTON ADVISORY COMMITTEE

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Memorandum 803

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 65th Plenary Meeting

Date: June 20, 2006

The following guidelines are offered for participants in the 65th Plenary Meeting:

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 65th 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 and CSITC: likewise, governments are encouraged to include members of the Private Sector Advisory Panel and the Task Force on Commercial Standardization of Instrument Testing of Cotton in their official delegations to the 65th 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 Goiânia.

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 **August 20, 2006** will be included on a CD being prepared 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 reports

and 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 Goiânia:

Mr. Paulo César
 Director Executivo
 Fundo de Incentivo à Cultura do Algodão em Goiás (FIALGO)
 Casa do Algodão
 Rua 147, No 442, St. Marista
 Goiânia- GO- 74170-100
 Brazil

Shipping documents should reference:
 Documents & Materials for International Conference
 (65th Plenary Meeting of the International Cotton Advisory Committee)
 Goiânia, 10-15 September 2006
 Without Commercial Value

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 65th 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 14, 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, September 14 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, receive the report of the Committee on Cotton Production Research and adopt the Statement of the 65th 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 65th 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 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, the Secretariat will circulate 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, September 10

The **Private Sector Advisory Panel (PSAP)** will meet in the morning beginning at 9:30, and the **Task Force on Commercial Standardization of Instrument Testing of Cotton (CSITC)** will meet in the afternoon beginning at 13:30. Both meetings will be conducted at the Castro's Park Hotel.

The PSAP will report to the Plenary Meeting during the Second Plenary Session on Wednesday, September 13.

The CSITC will report to the Plenary Meeting during the Fourth Open Session on Tuesday, September 12.

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

Monday, September 11

The Inaugural Session is scheduled to begin at 9:00 AM. **Welcoming Remarks** from the Government of BRAZIL 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 65th Plenary Meeting. The Delegation of India, host of the 63rd Plenary Meeting, 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 will be on the topic of **Cotton Production: Efficiency and the Environment**. The objective of the session is to increase understanding of the impacts of cotton production on the environment and to explore methods by which countries can encourage sustainable production practices.

The 2nd Open Session beginning at 14:30 will be on the topic of **Cotton Production: Efficiency and Social Implications**. As with the First Open Session, the objective will be to increase understanding of the impacts of cotton production from a variety of perspectives and to explore ways of encouraging improvements in current practices.

Tuesday, September 12

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 the Goiânia Convention Center.

The 3rd Open Session beginning at 9:00 will be on the topic of **The Outlook for Cotton Supply and Use**. The session will include reports from the Secretariat and several industry specialists. It is anticipated that a range of views on the outlook for cotton supply and use will be presented and discussed.

The 4th Open Session beginning at 11:30 will be on the topic of **Commercial Standardization of Instrument Testing of Cotton**. The session will include a report from the Chairman of the Task Force on CSITC, a report from a Brazilian representative on issues encountered in the development of an instrument testing system, and a panel discussion. The purpose of the session is to address concerns about the value of instrument testing and the costs of involvement in an instrument testing system.

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 14:30 will be devoted to a discussion of **Cotton and the Doha Development Round**. There will be two reports on this subject: one from the Secretariat and another from a representative of the Secretariat 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.

Wednesday, September 13

The Secretary General will host a breakfast meeting of representatives of the organizing committees responsible for the organization of past and future plenary meetings in the Secretary Generals 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 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, non-member countries and the Private Sector Advisory Panel. The chair will enforce a limit of five minutes for each country statement, although reports from international organizations and the Private Sector Advisory Panel are expected to be somewhat longer.

Thursday, September 14

The **Committee on Cotton Production Research** will meet during the 5th Open Session beginning at 9:00. The topic of the Technical Seminar will be **Sustainability: Biotechnology and Crop Management**. The Committee on Cotton Production Research is made up of all delegations, and the meeting is open to all participants of the plenary meeting. Seven scientists will present their views on the topic. The topic for the 2007 Technical Seminar in Izmir, Turkey 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, September 15

The 6th Open Session beginning at 9:00 will be on the topic of **The Future of the South American Textile Industry**. The purpose of the session is to provide an opportunity for constructive evaluation of the future of cotton spinning in South America and the factors that can enhance the competitiveness of the South American textile sector.

The **Closing Plenary Session** is scheduled for 11:00. An invitation to the 66th Plenary Meeting will be received from the Government of Turkey, followed by closing comments by the Chairman of the Plenary Meeting and by the UK, host of the 64th Plenary Meeting. Many delegations have indicated an interest in making closing comments. Accordingly, all delegations are welcome to offer closing comments.

PRODUCTION CONFERENCE

An innovation in the agenda of the plenary meeting this year is the addition of a Production Conference organized by the host country. The production conference is intended primarily for the benefit of the private sector, and in particular producers from Brazil, although all plenary meeting participants are invited to attend sessions of the Production Conference.

The session on Demand Enhancement on Wednesday, September 13, is intended for private sector participants from all countries, not just Brazil.

All sessions of the Production Conference will be conducted in the Goiânia Convention Center, Room Lago Azul. This room is on the same level within the convention center as the main hall where the plenary meeting will be conducted. Simultaneous interpretation between English and Portuguese will be provided during the Production Conference.

Wednesday, September 13

Marketing and Quality of Brazilian Cotton. This session will begin at 9:00 and will focus on efforts by the Brazilian cotton industry to expand demand through quality improvements.

Demand Enhancement. This session will begin at 11:00 and will be conducted by the *International Forum for Cotton Promotion* (IFCP). The purpose of the session is to demonstrate the value to individual national cotton industries of demand enhancement activities. Emphasis will be placed on relatively inexpensive demand enhancement techniques that can be easily organized to build demand for cotton within producing countries.

The IFCP will provide additional information about demand enhancement activities from a booth in the Trade Show on the main floor of the Convention Center. The material presented in the trade booth and the presentations during the Production Conference will be coordinated so as to best support efforts at demand enhancement.

Thursday, September 14

Improving the Competitiveness of Brazilian Cotton. This session will begin at 13:45 and will focus on efforts to reduce the cost of production and enhance yields in Brazil.

Biotech Cotton in Brazil. This session will follow at 16:00. Information will be provided about the current situation of biotech cotton in Brazil and the potential costs and benefits of release for commercial application.

Friday, September 15

Price Risk Management for Cotton. This session will be conducted from 9:00 and will focus on opportunities for price risk management for cotton grown in the Southern Hemisphere.

BREAKOUT SESSIONS

In addition to the Production Conference, the host country is organizing three Breakout Sessions on topics of interest to all plenary meeting participants. Breakout Sessions will be conducted in a separate meeting room in the convention center, near the main hall where the plenary meeting is being held. These sessions will be conducted in English only.

Tuesday, September 12

Cotton and Multilateral Trade Negotiations. This session will be conducted on Tuesday at 11:30. The purpose of the session is to explore the cotton development aspects of the Doha Round.

Wednesday, September 13

Standardization of International Trade Rules – Progress Since Liverpool. This session will begin at 9:00. The Committee for International Cooperation Between Cotton Associations (CICCA) is organizing this session. The session will feature a panel discussion on latest developments in efforts to encourage standardization in trading rules for cotton.

Friday, September 15

Organic Cotton Production. This session will be held at 9:00 and will bring together producers and consumers with an interest in learning more about organic cotton production.

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 Goiânia. 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.

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- Email with attachments – preferred method
- Imation *SuperDisks* (120 MB)
- CD-ROM
- Zip
- Floppy disks
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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 117.