



# INTERNATIONAL COTTON ADVISORY COMMITTEE

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## Memorandum 902

**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 70th Plenary Meeting

**Date:** July 6, 2011

The following guidelines are offered to participants in the 70th Plenary Meeting:

### TRAVEL TO BUENOS AIRES, ARGENTINA

Delegates and observers are urged to register for the meeting at [www.ICAC.org](http://www.ICAC.org). Hotel reservations should be made directly with the events coordinator in Buenos Aires at [pgiarrizzo@psicotur.com.ar](mailto:pgiarrizzo@psicotur.com.ar) by using the form in the registration packet or by downloading the form from ICAC's web site. All participants are responsible for making travel arrangements to and from Argentina. To enter Argentina, a valid passport—with or without a visa depending on the country of origin—is required. For information regarding visas, please visit <http://www.argentina.gov.ar/argentina/portal/paginas.dhtml?pagina=1245>.

### 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 heads of delegations to the 70<sup>th</sup> 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:** 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 government delegates 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:** 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 70<sup>th</sup> Plenary Meeting.

### COUNTRY REPORTS

Written detailed **country reports** are strongly encouraged from both member and non-member countries. Country reports 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 country reports. 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 and policy development** in countries. Therefore, countries are strongly encouraged to complete reports for distribution at the plenary meeting.

All countries are asked to use **metric measures and U.S. dollar equivalents** when giving their reports during the **Second Plenary Session**. It is recommended that measures of production and yield refer to lint, rather than seed cotton. There is often confusion each year when countries report seed cotton production rather than lint, and use domestic measures of lint of varying bale sizes and units of planted area, and when values are reported in national currencies. The Secretariat has been reporting exclusively in metric units since directed to do so by the 50th Plenary Meeting in Turkey in 1991, and it would be helpful if all country reports were in standard units. (Please note that there is no intention to suppress reporting in domestic units. Instead, countries are asked to place metric units and US\$ values in brackets in addition to their domestic units for ease of understanding.)

Documents should be in one of the official languages of the Committee (Arabic, English, French, Russian, Spanish), but **preferably in English**. Plenary meeting documents received electronically (following the attached "Guidelines for Authors") at <secretariat@icac.org> by **August 10, 2011** will be included on a CD for distribution to all participants at the start of the meeting. Delegations of countries that do not meet this deadline are asked to bring a minimum of 50 copies of their statements for distribution to other delegations, or 400 copies if they want distribution to all participants.

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** published after the plenary meeting.

Copies of country reports and other statements intended for distribution at the meeting may be sent in advance by courier to the contact below.

**PLEASE NOTE:** an email notifying the information about the shipment should be sent to: <pgrami@minagri.gob.ar> and <aasad@minagri.gob.ar>.

Mr. Juan Pablo Gramicci  
Sistemas de Información Geográfica  
Dirección de Programación para el Desarrollo  
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Shipments should reference:

Documentos y equipo para conferencia internacional (sin valor comercial)  
70a Reunión Plenaria del Comité Consultivo Internacional del Algodón (ICAC)  
Septiembre 4-10, 2011

## **DRESS CODE**

The dress code for the 70<sup>th</sup> Plenary Meeting will be as follows:

- Inaugural Session: business suit
- All sessions: business casual
- Dinners and receptions: business casual
- Friday meeting in Sáenz Peña: casual
- Saturday tours: casual/tourist attire

## **MEETING OF THE DRAFTING GROUP**

The Drafting Group is made up of all official 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 70<sup>th</sup> 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 8, beginning at 13:45.

## MEETING OF THE STEERING COMMITTEE

The Steering Committee is made up of all official delegations from member countries. Observers are excluded. The meeting is scheduled to begin at 16:00 on Thursday, September 8, 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; adopt the Statement of the 70th Plenary Meeting presented by the Drafting Group; and any other business.

## 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 70<sup>th</sup> 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.

**Format for Open Sessions:** Open sessions feature an interactive format designed to encourage discussion and collaboration and are open to all delegates and observers. Microphones will be available to facilitate participation by observers.

**Format for Plenary Sessions:** Plenary sessions are open to all delegates and observers, but only delegates may offer comments or questions.

In both plenary and open sessions, the chair will control all discussion, and participants must receive recognition before speaking.

Delegations with prepared remarks for presentation in plenary or open sessions are asked to supply copies to the Secretariat before each session. The Secretariat will provide copies of remarks to interpreters. While the Secretariat would like to receive remarks 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.

### Sunday, September 4

The **Expert Panel on Social, Environmental and Economic Performance of Cotton Production (SEEP)** will meet beginning at 10:00 am. SEEP was formed in 2007 following a decision of the 65<sup>th</sup> Plenary Meeting in Brazil in 2006. The purpose of SEEP is to provide 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 **Task Force on Commercial Standardization of Instrument Testing of Cotton (CSITC)** will meet beginning at 13:30. The CSITC Task Force was created in an effort to establish international standardization of cotton classification to promote efficiency in cotton production and marketing.

A **Round Table** to discuss **Biotechnology in Cotton** will meet at 14:30. This discussion is open to interested participants.

### Monday, September 5

The *Inaugural Session* is scheduled to begin at 9:00. Remarks from government and industry officials; representatives of Argentina's cotton growers, ginner, and spinner; and reports from the Chair of the Standing Committee and the Executive Director will be presented. There will be an opportunity to offer amendments to the agenda of the 70<sup>th</sup> Plenary Meeting. The ICAC Researcher of the Year will be recognized. The delegation of South Africa, host of the 68<sup>th</sup> Plenary Meeting, will give the welcoming remarks on behalf of all delegates, with the understanding that written comments from other delegates will be included in the proceedings published after the meeting.

The *First Open Session* at 11:30 will be on the topic of **Roles of the State and Private Sector in Technology Change**.

The *Second Open Session*, beginning at 14:15 and continuing through adjournment, will be on the topic of **Success Factors in Farmers' Associations, Organizations and Cooperatives**.

A **Round Table** to discuss **Textile-to-Fiber Conversion Factors** will meet at 16:15.

### **Tuesday, September 6**

The *First Plenary Session* beginning at 9:00 will be devoted to **The Role of Trade in Promoting Growth and Development**, a discussion of the Doha Round.

During the *First Parallel Session* also beginning at 9:00, a meeting of specialists from Argentina, Bolivia, Brazil, Colombia, Mexico, Paraguay, Peru, the U.S. and Venezuela, will be conducted in Spanish to discuss a **Regional Program to Fight the Boll Weevil**.

The *Third Open Session* beginning at 11:00 will be on the topic of **Organic Cotton Production: The Reality of Costs and Benefits**.

The **International Forum for Cotton Promotion (IFCP)** will conduct a business meeting during lunch at 12:30.

The *Fourth Open Session* beginning at 13:45 will be on the topic of **Managing the Impact of Volatile Cotton Prices** during which the Secretariat will present its annual report on cotton supply, use and prices.

The *Fifth Open Session* beginning at 15:45 will discuss the **Development of the Argentine Textile Industry: Policies for Growth**.

The **Private Sector Advisory Panel (PSAP)** will meet at 15:45 to prepare its report to the 70th Plenary Meeting.

### **Wednesday, September 7**

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; there will be a limit of five minutes for each statement due to time constraints. During this Session, the **PSAP** will present its report.

During the *Second Parallel Session* also beginning at 9:00, a meeting of the **Latin American Association for Cotton Research and Development (ALIDA)** will be conducted in Spanish.

A **Round Table** discussion among **Educators and Industry Partners** will take place at 12:30, by invitation only.

At 13:45, a visit to the **National Center for Agricultural Research, INTA Castelar**, has been scheduled for all participants.

At 17:30, the International Committee of the **World Cotton Research Conference–5** will meet to discuss the upcoming conference in India, November 2011.

### **Thursday, September 8**

At 7:30, a breakfast meeting of **plenary meeting host committees** will take place, by invitation only.

A **Technical Seminar on Technological Innovations for Sustainable Development of the Cotton Value Chain** will be conducted during the *Sixth Open Session*, scheduled to begin at 9:00, and will continue through completion prior to lunch.

The **Drafting Group** composed of official delegates of member countries will conduct a meeting at 13:45 to generate the **Statement of the Plenary Meeting**.

The **Steering Committee** composed of official delegates of member countries will meet at 16:00.

### **Friday, September 9**

Participants will gather at the entrance of Hotel Panamericano at 8:30 and travel by complimentary flight to Sáenz Peña, Province of Chaco, to continue the plenary meeting at the Gualok Hotel. At 11:30, activities will begin with different exhibitions.

The *Closing Plenary Session* will begin at 18:00. An invitation to the 71<sup>st</sup> Plenary Meeting will be received from the Government of Switzerland, followed by closing comments by the United States, host of the 69th Plenary Meeting; by other delegations; and by the Chair of the 70<sup>th</sup> Plenary Meeting on behalf of Argentina.

### **Saturday, September 10**

At 10:00, participants can choose to (1) return to Buenos Aires, (2) enroll in the technical tours, or (3) visit a textile production area. All transportation is complimentary.

At 18:30, participants in options 2 and 3 will travel to Resistencia, Chaco's capital city, to attend the **Dinner and Fashion Show** at 19:30; lodging will be at participants' cost.

### **Sunday, September 11**

At 10:00, participants will return from Resistencia to Buenos Aires by complimentary flight.

## **BREAKOUT SESSIONS**

Five breakout sessions on topics of interest to all plenary meeting participants will take place on Wednesday and Thursday in separate meeting rooms at Hotel Panamericano in Buenos Aires. The sessions will be conducted in English only.

*First Breakout Session*, Wednesday at 9:00: **Ensuring Responsible Labor Standards in the Cotton Value Chain**; panel discussion organized by the Global Works Foundation and Responsible Sourcing Network.

*Second Breakout Session*, Wednesday at 11:00: **Debunking the Myths—Answering the Attacks on Cotton**; panel discussion organized by the International Forum for Cotton Promotion (IFCP) and Cotton International (CI).

*Third Breakout Session*, Thursday at 11:00: **Demand Enhancement—Why It Is Needed When Prices Are High**; panel discussion organized by the International Forum for Cotton Promotion (IFCP).

*Fourth Breakout Session*, Thursday at 13:45: **Measuring Cotton Supply and Use in the 21st Century**; organized by the Secretariat.

*Fifth Breakout Session*, Thursday at 16:00: **Opportunities and Benefits of Producing “Branded” Cotton**; panel discussion organized by INTA's Chaco-Formosa Regional Center.

## ICAC Guidelines for Authors

### 70<sup>th</sup> Plenary Meeting

This ICAC **Guide to Authors** 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. Proceedings of the meeting, including the minutes of ensuing discussions, will be published as soon as possible. Country statements, 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
- CD-ROM

#### Use of Metric Units and U.S. Dollars in all Presentations

As part of the preliminary agenda, the Secretariat is asking all countries and speakers to use metric measures and U.S. dollar equivalents (or indicate the relevant exchange rate) when giving their reports to the plenary. It is also requested that measures of production and yield refer to lint, rather than seed cotton.

There is often confusion each year when countries report seed cotton production, rather than lint, and use domestic measures of lint of varying bale sizes (400 pounds, 80 kilograms, 170 kilograms, 480 pound net weight, 500 pounds gross weight, 220 kilograms, 227 kilograms, 720 pounds, and others.), and units of planted area (acres, hectares, feddans, 1/10<sup>th</sup> of a hectare, 1/15<sup>th</sup> of a hectare and others), and when values are reported in national currencies. The Secretariat has been reporting exclusively in metric units since directed to do so by the 50<sup>th</sup> Plenary Meeting in Turkey in 1991, and it would be helpful if all country reports were in standard units.

#### 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 or Keynote 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), PNG, Illustrator ver 8 or lower (AI or EPS) or MS Excel spreadsheet document (.xls).

### Additional Notes

- Provide all images (charts, graphs, photographs) as **separate** files.
- 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 are acceptable.
- Please ensure that all email messages, CDs 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>