



# ICAC 77th Plenary Meeting

Abidjan, Côte d'Ivoire 2 - 6 December 2018

## Procedural Matters





## **Procedural Matters for the 77<sup>th</sup> Plenary Meeting "Cotton Challenges: Smart and Sustainable Solutions"**

**2-6 December, 2018  
Abidjan, Côte d'Ivoire**

### **Background**

The 77<sup>th</sup> Plenary Meeting will be held in Abidjan, Côte d'Ivoire, from 2-6 December, 2018, at the Sofitel Abidjan Hotel Ivoire, with additional meetings of the ICAC Working Groups and Expert Panels on the margins of the Plenary Meeting and on 2 December, 2018.

The Organising Committee in Côte d'Ivoire is led by the Cotton and Cashew Council and supported by the Ministry of Agriculture and Rural Development.

The following guidelines are offered to participants in the 77<sup>th</sup> Plenary Meeting.

### **TRAVEL TO CÔTE D'IVOIRE**

All participants are responsible for making travel arrangements to and from Abidjan.

### **VISAS, TECHNICAL TOURS AND HOTEL RESERVATIONS**

The Organising Committee in Côte d'Ivoire has created a simple way to apply for visas, to register for a technical tour, and to make a hotel reservation.

All participants — including Delegates, Observers, and Speakers — are asked to register [on-line](#). This ensures that all names, addresses, emails, information about arrival and departure, and personal information (as shown on their passport) are provided properly in order to issue an official invitation letter from the Ministry of Foreign Affairs in Côte d'Ivoire for visa purposes. A scanned copy of the passport must be also provided.

There are two ways to obtain the visa (in both cases, the Organising Committee will need to issue official invitation letters):

- 1) **By visiting the Côte d'Ivoire embassy in the country where the attendee resides.**
- 2) **Upon arrival at the airport.** If you choose to apply for the visa upon arrival at the Félix Houphouët Boigny Airport, the Organising Committee has offered to pay the visa fees.

## COMPOSITION OF DELEGATIONS

- **Designation of delegates:** ICAC members are encouraged to provide the Secretariat — by 31 October 2018 — with the names of Official Delegates and Heads of Delegations to the 77<sup>th</sup> Plenary Meeting. A maximum of 4 Delegates will be allowed per delegation with free registration fee. (Only those persons included on the official roster, sent in advance to the ICAC Secretariat by Members, will be accredited as Official Delegates).
- **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 that connects the Standing Committee and Secretariat to the Plenary Meetings. 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. Members of the Standing Committee will be considered Official Delegates to the 77<sup>th</sup> Plenary Meeting.
- **Participation of members of the PSAP, CSITC, ICRA and SEEP:** Members of the Private Sector Advisory Panel, the Task Force on Commercial Standardisation of Instrument Testing of Cotton, the Executive Committee of the International Cotton Researchers Association, and the Expert Panel on Social, Environmental and Economic Performance of Cotton Production will be considered Official Delegates to the 77<sup>th</sup> Plenary Meeting.

## ICAC MEMBER GOVERNMENT STATEMENTS

**Statements** from Member Governments are strongly encouraged because they provide a vehicle by which the world cotton sector is kept informed of countries' structural changes and policy developments, and are an opportunity to highlight key issues affecting the cotton industry and the core interests of each Member. Statements from Members Governments are delivered during the **First Plenary Session**.

*Please Note: During the meeting, speakers should limit their country reports to ensure all delegates have an equal opportunity to be heard within the allotted time period. Country statements delivered during the First Plenary Meeting are designed to be a summary of the written statement and should only highlight the **most important developments**, such as structural changes and policy developments in the country's cotton sector. A template has been attached for speakers to add these comments, and it is kindly requested that comments **do not exceed the space allowed** in the template. These comments will form part of the final statement, so it is essential that the template is returned to the Secretariat without delay.*

While statements from ICAC Member Governments are obviously welcomed, statements from non-member governments and international organisations are also highly encouraged. Such statements help to increase communication between the ICAC and all cotton industry stakeholders.

Statistical information showing area, production, consumption, trade, stocks, and local prices from the ten most recent cotton seasons is very much appreciated.

All speakers are asked to use **metric measures and U.S. dollar equivalents** when presenting their reports during the First Plenary Session. It is recommended that measures of production and yield refer to lint rather than seed cotton.

Documents should be in one of the official languages of the Committee (Arabic, English, French, Russian, or Spanish). Country reports and other planned statements should be submitted (according to the attached 'Guidelines for Authors') via email to [secretariat@icac.org](mailto:secretariat@icac.org) by 31 October 2018. Even if Member Governments are unable to attend the Plenary Meeting, they are encouraged to send a report for the benefit of meeting participants and the Secretariat.

## MEETING OF THE DRAFTING GROUP

**The Drafting Group** is composed of all official delegations from Member Governments (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 77<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, 6 December, beginning at 08:30 hrs.

## MEETING OF THE STEERING COMMITTEE

**The Steering Committee** is composed of all official delegations from Member Governments (Observers are excluded). The meeting is scheduled to begin on Thursday, 6 December, at 13:45 hrs. The Steering Committee is scheduled to:

- Confirm the election of Standing Committee officers;
- Consider working papers from the Standing Committee, if any;
- Adopt the Final Statement of the 77<sup>th</sup> Plenary Meeting presented by the Drafting Group; and
- Deal with any other business.

## PLENARY, OPEN & BREAKOUT SESSIONS, WORKING GROUPS, AND TECHNICAL TOURS

The agenda of each Plenary Meeting is ambitious, with sessions organised on a broad range of topics to satisfy the interests of the host country, other countries, the PSAP, and mandates received from previous meetings. The agenda of the 77<sup>th</sup> Plenary Meeting is no exception, and compromises in the schedule have been necessary. Delegates are asked to be mindful of the need to begin and end sessions as scheduled.

**Plenary Sessions:** Plenary Sessions are open to all Delegates from Member Governments and Observers, but only Delegates from Member Governments may offer comments or questions.

**Open Sessions:** Open Sessions feature an interactive format designed to encourage discussion and collaboration and are open to all Delegates from Member Governments and Observers. Microphones will be available to facilitate the participation.

In both Plenary and Open Sessions, the Chair will control the discussions, and participants must receive recognition before speaking. Delegations with prepared remarks for presentation in a

Plenary or Open Sessions are asked to supply copies to the Secretariat before each session. The Secretariat will provide copies of remarks to interpreters.

In addition, members of the Secretariat will circulate among speakers during the Plenary Meeting to collect written speaking notes from Delegates to ensure accurate reporting of the minutes of the meeting. All participants are asked to cooperate with the Secretariat by providing their speaking notes, so the minutes are as accurate as possible.

**World Café Sessions** are open to all Delegates from Member Governments and Observers. There will be a session on the same day (Wednesday, 5 December) starting at 09:00 hrs. This session will consist of interactive discussions at a number of tables, with approximately 8 people per table. Tables will be organised by language (Arabic, English, French, Russian, Spanish). There will be one rapporteur at each table.

The *World Café* will be a space for the discussion of strategies, and each group will develop its own ideas for the **Organic Cotton Challenges and Policy Perspectives** to be shared with all attendees at the Plenary Meeting. Results from each table of the *World Café* session will be compiled by a facilitator for presentation and discussion at the second part of the *World Café*, which will be held at 11:00 hrs.

**The following working groups** will meet to prepare a report to the 77<sup>th</sup> Plenary Meeting:

- Sunday, 2 December, at 08:30 hrs: Expert Panel on Social, Environmental and Economic Performance of Cotton Production (SEEP) ([www.icac.org/SEEP](http://www.icac.org/SEEP)),
- Sunday, 2 December, at 10:00 hrs: Private Sector Advisory Panel (PSAP) ([www.icac.org/PSAP](http://www.icac.org/PSAP)),
- Sunday, 2 December, at 11:30 hrs: Task Force on Commercial Standardisation of Instrument Testing of Cotton (CSITC) ([www.icac.org/CSITC](http://www.icac.org/CSITC)),
- Sunday, 2 December, at 13:00 hrs: Executive Committee of the International Cotton Researchers Association (ICRA) ([www.icac.org/ICRA](http://www.icac.org/ICRA)).

**Six Breakout Sessions** on topics of interest to all Plenary Meeting participants will be held in a separate meeting room in the Sofitel Abidjan Hotel Ivoire. These sessions will be conducted in English only.

**There will be three post-conference Technical Tours.** Each tour will depart from Abidjan on the morning on Friday, 7 December, and return on Saturday, 8 December, by 18:00 hrs. In addition to applying for visas and making hotel reservations, participants will be able to sign up for one of the Technical Tours during the registration process. All Plenary Meeting participants are eligible to experience any one of these tours at an additional cost.

## ICAC Guide to Authors

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 communications during the meeting.

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

As part of the Procedural Matters, 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 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, etc.), and units of planted area (acres, hectares, feddans, and others), and when values are reported in national currencies. The Secretariat has been reporting exclusively in metric units since directed to do so at the 50<sup>th</sup> Plenary Meeting in Turkey in 1991, and it would be helpful if all country reports were in standard units.

To be clear:

- **Weight** should be measured in kilograms.
- **Area** should be measured in hectares.
- **Currency** should be reported in US dollars.

**Copyright.** By submitting presentations and statements to the ICAC Secretariat, authors assign copyright ownership to the ICAC, so they can be included in ICAC publications and distributed to the public.

**Electronic format.** The ICAC requests the electronic versions – in PDF – of all the presentations (**smallest size possible**) be submitted so they can be posted on [www.icac.org](http://www.icac.org).

Any questions about the submission or preparation of statements and presentations can be directed to <[secretariat@icac.org](mailto:secretariat@icac.org)> or (202) 463-6660.