

By Email



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MINISTRY OF TEXTILES
OFFICE OF THE TEXTILE COMMISSIONER
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To,
As per List.

Sub: Minutes of the Organizing Committee Meeting held on 29.09.2015 to host 74th Plenary Meeting of the International Cotton Advisory Committee (ICAC) in India in 2015 – reg.

Madam/Sir,

Kindly find enclosed a copy of the Minutes of the Organizing Committee Meeting held on 29.09.2015 at 04.00 PM under the Chairmanship of CMD, Cotton Corporation of India (CCI) Ltd. in the Conference Hall of Office of the Textile Commissioner, Mumbai preparatory to host 74th Plenary Meeting of the ICAC in India in 2015.

Encl: As above.

Yours faithfully,


(Sourabh Kulkarni)
Deputy Director

MINUTES OF THE ORGANISING COMMITTEE MEETING HELD ON 29.09.2015 IN THE CONFERENCE HALL OF OFFICE OF THE TEXTILE COMMISSIONER, MUMBAI TO HOST 74TH PLENARY MEETING OF THE INTERNATIONAL COTTON ADVISORY COMMITTEE (ICAC) IN INDIA IN 2015.

The Organizing Committee meeting was held under the Chairmanship of Shri B.K.Mishra, CMD, Cotton Corporation of India (CCI) Ltd. on 29.09.2015 at 04.00 PM in the Conference Hall of Office of the Textile Commissioner, Mumbai. The list of participants of the meeting is at **Annexure-I**.

At the outset, the Joint Textile Commissioner (Cotton) extended a warm welcome to all the members. The Joint Textile Commissioner (Cotton) informed the house about the absence of the Textile Commissioner i.e. the Chairperson of the Organising Committee due to her sudden urgent engagements at Ministry of Textiles, New Delhi. He proposed the name of Shri B.K. Mishra, CMD, Cotton Corporation of India Ltd., Navi Mumbai and Chairman of the Core Committee to Chair the meeting. All the members unanimously agreed to the said proposal. Accordingly, the CMD – CCI chaired the meeting.

The Chairman while extending a warm welcome to all the participants expressed his immense pleasure for the presence of Ms. Carmen Leon, Business Manager, International Cotton Advisory Committee (ICAC), USA in the meeting. The Chairman introduced Ms. Carmen to the house.

The Chairman briefly outlined the purpose of the meeting stating that Ms. Carmen is making an exploratory trip to India to review the progress of preparation and to inspect the site of the Conference. The Chairman informed Ms. Carmen that the Government of India has constituted the Organising Committee under the Chairpersonship of the Textile Commissioner to oversee various arrangements for hosting the Plenary Meeting in India. A Core Committee was set up to assist the Organising Committee. The Chairman requested Ms. Carmen to apprise about her observations made during the inspection of the Conference site.

Ms. Carmen informed that the visit to the conference Hotel i.e. JW Marriott, Sahar was made alongwith President, CAI, representative of Hotel JW Marriott, Sahar, Officer of the Office of the Textile Commissioner and Cotton Corporation of India Ltd., just before the Organising Committee meeting and requirements for hosting a Plenary Meeting of ICAC was discussed. Ms. Carmen expressed her happiness towards the arrangement of venue and accommodation for the Plenary and opined that it would be a great place for the participants.

The President, CAI said that the Organising Committee is planning to arrange local sightseeing tour on Wednesday to Elephanta Caves. Ms. Carmen said that she had visited Elephanta Caves when India hosted the last Plenary Meeting in India in 2004. She added that it is a wonderful place to visit.

The President, CAI informed that as of 22.09.2015, reservations for a total of 324 room nights have been made by the delegates / participants.

The Joint Textile Commissioner (Cotton) gave brief about the progress achieved towards hosting of the Plenary Meeting. This includes suggestions for Theme and Agenda, Venue for the Plenary, Brochure, Stay Arrangements for the participants and other requirements indicated by the ICAC. In this connection, Ms. Carmen commented that the Brochure looks very good and people are impressed about the design, colour combination and printing of the Brochure. She informed that the Standing Committee of ICAC in its recent meeting held on Thursday had made slight revision in the Agenda.

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In the course of discussion, the Committee expressed the urgency for finalization of the Trade Booth Policy for participants during the Plenary. The Chairman informed that when India hosted the last Plenary Meeting in the year 2004, the charges had been set at ₹ 1,60,000/- or \$ 3,500 per Booth. It was also provided that participation in the Trade Exhibition includes two complimentary registrations for the Plenary Meeting. After discussion, the Committee decided to set up 8 – 10 Trade Booths at the charge of ₹ 3,00,000/- or \$ 4,500 per Booth and two complimentary registrations for participation in the Trade Exhibition. The Committee also decided that the registration for participation in the Trade Exhibition shall be on First Come, First Served basis (FCFS). The committee assigned the task to the CCI to prescribe the registration formats and circulate amongst the prospective participants for the Trade Booths as also on the website for wider publicity.

Ms. Carmen requested the Chairman to forward the list of official delegates from India, sessions Chair, Indian Speakers, Conference Chairman and Conference Vice-Chairmen to the ICAC as early as possible. The Committee assigned the task to the CITI, CAI and CCI to prepare the list and place the same before the next Core Committee Meeting.

Ms. Carmen informed that Conference documents are printed in Washington, DC and Shipped to India, alongwith office supplies for the use of the Secretariat during the meeting. The Secretariat will be responsible for the cost of shipment to the port of arrival in the India. However, assistance will be needed in clearance of customs, pick up at the port of arrival and transportation of documents to the Conference site. Arrival is scheduled for the week prior to the Plenary Meeting. Ms. Carmen requested to inform an address to which Plenary Meeting documents should be shipped duty free. In this regard, the Chairman informed that the Conference documents that are to be forwarded may be addressed to Shri L.K. Gupta, Chief General Manager (Coordination), CCI. The Chairman requested Ms. Carmen to forward the Conference documents by the end of November 20, 2015 as it may take time for clearance of customs.

Ms. Carmen informed that the registration to the tune of 100 participants have been done so far. She added that the list of pre-registration is also available on the website of the ICAC. Ms. Carmen expressed the need to publicize and sensitize the event so that more people will become aware and start registration for participation in the event. In this regard, the Chairman informed that the link created by ICAC for 74th Plenary Meeting has been provided on the website of CCI. The Chairman requested President, CAI and Chairman, CITI to provide the said link on their website also. The Chairman informed that 2000 copies of the information Brochure were printed and around 1000 copies of the Brochure were circulated as per the mailing list of the ICAC and 1000 copies of the Brochure were provided to the CCI, CAI, CITI as also to the Ministry of Textiles and Office of the Textile Commissioner for distributing among domestic participants and for wider publicity of the event. The President, CAI said that the association required additional Brochures for distribution among their members. After discussion, the committee decided to print 1000 copies of additional Brochure for distribution themselves among members of CAI, CITI, CCI, etc., as per the printing rate finalized earlier, while printing of 2000 copies of Brochure is done.

Ms. Carmen informed that one of the requirements outlined by the ICAC for hosting a Plenary Meeting is that the Organising Committee in the host Country must take adequate steps to ensure all ICAC delegations may obtain visas to attend the Plenary Meeting without undue delay or difficulty and requested to issue a personalized invitation letter to ICAC officials for visa purposes. In this regard, the Joint Textile Commissioner (Cotton) informed that the matter is under process.

Responding to Ms. Carmen, the Chairman informed that CMD, Cotton Corporation of India Ltd, Mumbai has been designated for direct line of communication with the ICAC to deal with the administrative and logical issues related to the Plenary.

The President, CAI ascertained from Ms. Carmen that translation equipment is not required in the Breakout Room. However, interpreters between English, French and Spanish in the Breakout Room will be arranged by ICAC.

Due to change in technology, the most of the documents are through e-mode, hence; number of documents for photo copy purpose may not be voluminous. Therefore, it was suggested that instead of high capacity photo copier machine with finisher (auto stapling & Hole punching) only a normal machine having capacity of around 1000 to 1500 copies per hour can serve the purpose.

The Chairman informed that the detailed itinerary of the Technical Tour planned for Nagpur on a paid basis, immediately following the Event, was forwarded to ICAC and the same has been publicized by the ICAC vide their Press Release dated 24.09.2015 and also placed on their website. The Chairman also informed that CITI has been entrusted the task to finalize the modalities for arranging the Technical Tour on a paid basis at Bhilwara (Rajasthan).

The Chairman informed Ms. Carmen that the high level dignitaries' of the Government would be invited for the inaugural function of the Plenary Meeting. The Chairman also informed the Committee that the Office of the Textile Commissioner and CCI is further taking up the matter with Ministry of Textiles to finalize the names.

The Joint Textile Commissioner (Cotton) informed that the Chairman, CITI vide e-mail dated 18.09.2015 has expressed reservation to take the responsibility of Finance Committee and also informed to the Textile Commissioner. The Chairman, CITI said that he will propose the appropriate name from Industry / Trade for heading the Finance Committee.

The Joint Textile Commissioner (Cotton) informed that the Publication and Press Sub-committee Meeting was scheduled on 29.09.2015 at 03.30 PM just before the meeting of the Organising Committee. However, Shri Binoy Job, Secretary General, CITI nominated as to lead the Publication and Press Sub-committee could not make it to conduct the meeting due to personal reason. Hence, the meeting stood cancelled. The President, CAI expressed the urgency to kick start the work of the Publication and Press Sub-committee considering paucity of time for release of the souvenir for the Plenary. The Joint Textile Commissioner (Cotton) requested Shri Suresh Kotak to use his expertise and skill for the work of Publication and Press Sub-committee which was supported by the Chairman. Shri Suresh Kotak agreed to work in a coordinated manner to accomplish the task of Publication and Press Sub-committee. The Chairman, CITI suggested that the Publication and Press Sub-committee meeting may be rescheduled to 09.10.2015.

The meeting ended with vote of thanks to the Chair.

Annexure-I

List of Participants in the Organizing Committee meeting held on 29.09.2015 at 04.00 PM in the Conference hall of Office the Textile Commissioner, Mumbai to host 74th Plenary Meeting of ICAC in India in 2015.

Sr. No	Name & Address	Sr. No	Name & Address
			----- Chairman
1.	Shri B.K.Mishra Chairman-cum-Managing Director, Cotton Corporation of India Ltd.,Kapas Bhavan, Plot No.3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. cmd@cotcorp.com; bkmcci@cotcorp.com		
2.	Shri Prem Malik Chairman, Confederation of Indian Textile Industry (CITI), 6 th Floor, Narain Manzil, 23, Barakhamba Road, New Delhi- 110001. mail@citiindia.com; premmalik60@yahoo.com; premmalik709@yahoo.com; premmalik07@hotmail.com; premmalik@aldertrading.net; premmalik@techwareindia.com	3.	Shri Suresh Kotak Indian Representative in Private Sector Advisory Panel (PSAP) of ICAC and Chairman, Kotak Ginning & Pressing Ind. Ltd., Navasari Building, 240, Dr. D.N. Road, Mumbai – 400 001. suresh.kotak@kotakco.com
4.	Shri Dhiren Sheth President, Cotton Association of India, 2 nd Floor, Cotton Bldg, Cotton Green, Mumbai – 400 033. cai@caionline.in; dhiren.n.sheth@galiakotwala.com	5.	Shri Mithileshwar Thakur Joint DGFT, Directorate General of Foreign Trade, Department of Commerce, Ministry of Commerce and Industry, Mumbai 400 020. m.thakur@nic.in
INVITEES			
6.	Ms Carmen Leon, Business Manager, International Cotton Advisory Committee 1629K Street NW Suite 702, Washington DC 20006 -1636 USA. carmen@icac.org	7.	Shri S. Balaraju Additional Textile Commissioner, Office of the Textile Commissioner, Mumbai – 400 020 sbalaraju@hotmail.com
8.	Shri O.M. Prabhakaran Joint Textile Commissioner (Cotton), Office of the Textile Commissioner, Mumbai – 400 020 prabhuom@yahoo.com	9.	Shri P.K. Agarwal Director (Finance), Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. df@cotcorp.com
10.	Shri M.M. Chockalingam Director (Marketing), Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. dmktg@cotcorp.com	11.	Shri L.K. Gupta Chief General Manager, Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. l.k.gupta@cotcorp.com
12.	Shri Raja Gokulgandhi Director, Cotton Association of India, 2 nd Floor, Cotton Bldg, Cotton Green, Mumbai – 400 033. raja.gokulgandhi@gmail.com	13.	Shri Sourabh Kulkarni Deputy Director, Office of the Textile Commissioner Mumbai-20 sourabh.kulkarni@nic.in

<p>14. Shri R.K. Gupta General Manager (HRD), Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. rkgupta@cotcorp.com; headoffice@cotcorp.com</p>	<p>15. Shri Girish Arte Consultant, Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. artegirish@yahoo.in</p>
<p>16. Shri P.K.Chaudhuri Assistant Director Office of the Textile Commissioner, Mumbai- 400 020.</p>	<p>17. Shri U. K. Sharma Technical Officer, Office of the Textile Commissioner, Mumbai-400 020.</p>

INVITEES	
<p>1. Additional Textile Commissioner, Office of the Textile Commissioner, Mumbai – 400 020 spalshy@textile.com</p>	<p>6. Ms Carmen Leor, Business Manager International Cotton Advisory Committee 1829K Street NW Suite 702 Washington DC 20008 - 1828 USA carmen@icac.org</p>
<p>2. Shri P.K. Agarwal Director (Finance), Cotton Corporation of India Ltd., Kapas Bhavan, Plot No 3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. d@cotcorp.com</p>	<p>8. Shri O.M. Prabhakar Joint Textile Commissioner (Cotton), Office of the Textile Commissioner, Mumbai – 400 020 prashom@yahoo.com</p>
<p>3. Shri L.K. Gupta Chief General Manager, Cotton Corporation of India Ltd., Kapas Bhavan, Plot No 3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614. l.k.gupta@cotcorp.com</p>	<p>10. Shri M.M. Chokkalingam Director (Marketing), Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3/A, Sector No.10, CBD Belapur, Navi Mumbai – 400 614 m.m.chokkalingam@cotcorp.com</p>
<p>4. Shri Soumen Kulkarni Deputy Director, Office of the Textile Commissioner, Mumbai-20 soumen.kulkarni@nic.in</p>	<p>12. Shri Raju Gokulgantri Director, Cotton Association of India 2nd Floor, Cotton Bldg, Cotton Green, Mumbai – 400 033 raju.gokulgantri@gmail.com</p>