

List of Participants of the 16th Session of the Council of IJSG**Members:**

Sl.	Name and Address	Remarks
Bangladesh Delegates		
1.	Mr. Md. Ashraful Moqbul Senior Secretary Ministry of Textiles and Jute Government of Bangladesh Bangladesh Secretariat, Dhaka	Present
2.	Major General Humayun Khaled Chairman Bangladesh Jute Mills Corporation (BJMC) Adamjee Court (Annex-1) Motijheel C/A, Dhaka-1000 Bangladesh Tel: 88-02-9565514, 9553364 Fax: 88-02-9567508, 9564740 E-mail: khd732@yahoo.com , bjmc@btcl.net.bd jmc.bd@gmail.com	Present
3.	Ms. Shameema Sultana Additional Secretary (Policy) Ministry of Textile & Jute Government of Bangladesh Bangladesh Secretariat, Dhaka	Present
4.	Mr. Azim Uddin Ahamad Chowdhury, Additional Secretary, Director (Admin & Finance), Department of Jute Ministry of Textile & Jute Tel: 8802- 9566714 E-mail: cazuzh55@yahoo.com	Present
5.	Md. Asaduzzaman, Director Technology Wing Bangladesh Jute Research Institute.(BJRI) Manik Mia Avenue, Dhaka-1207 Tel: 8802- 9110868, 812192-35/200 Mob: +8801713118907 Fax: 880-2-9118415 E-mail: bjriinfo@yahoo.com	Present

6.	Mr. Khandaker Mokhlesur Rahman Executive Director Jute Diversification Promotion Centre (JDPC) 145 Monipuripara, Tejgaon, Dhaka-1215 Tel: 8802-9145511, 9102269 Mobile: 01711260158 E-mail: edjdpc@yahoo.com	Present
7.	Md. Monsurul Alam Deputy Chief Ministry of Textiles & Jute Government of Bangladesh Bangladesh Secretariat, Dhaka	Present
8.	Mr. Maqbul Ahmed Industrial Economist Ministry of Textile & Jute Government of Bangladesh Bangladesh Secretariat, Dhaka	Present
9.	Mr. Kamran T. Rahman Managing Director, Pubali Jute Mills Ltd. Chand Mansion (6 th floor) 66, Dilkusha, C/A, Dhaka, 1000	Present
10.	Mohammad Arifur Rahman Assistant Chief Ministry of Textile & Jute Government of Bangladesh Bangladesh Secretariat, Dhaka	Present
11.	Mr. Md. Robiul Islam Assistant Secretary, Ministry of Foreign Affairs. Segunbaghica, Dhaka Tel: 8802-9556020-9 Fax: 8802-9555283 E-mail: ronee1411@yahoo.com	Present
Indian Delegates		
15	Mr. Subrata Gupta Jute Commissioner Ministry of Textiles Govt. of India Office of the Jute Commissioner, CGO Complex, 3 rd MSO Building 4 th Floor, Sector -1, Salt Lake City, Kolkata 700 064 Tel:+91-33-2337 6970 , Fax: +91-33-2337 6972/73/74/75 Mob: +91-99039 44444 E-mail: subratagupta65@gmail.com	Present

16	Mr Arijit Banerjee Secretary, National Jute Board Ministry of Textiles, Govt. of India 3A & 3B, Park Plaza, 71 Park Street Kolkata-700016, India Tel: 91 33 2226-3438/2217-2107 Fax : 91 33 2217-2456 Email : jute@njbindia.in Website : www.jute.com www.njbindia.com	Present
EU Delegates		
17	Mr. Philippe Jacques First Councilor & Head of Co-operation EU Delegation to Bangladesh. Plot-7, Road-84, Gulshan-2, Dhaka-1212, Bangladesh Tel: 880-2-8824730, Fax: 880-2-8823118 E-mail: philippe-georges.jacques@eeas.europa.eu http://www.delbgd.ec.europa.eu	Present
Observer		
18.	Mr. Hossain Shahbaz Director, (Pilot Projects) Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) Chameli House, 17 Topkhana Road Dhaka -1000 Tel: 02 716 982, 02 9558751, Mob: 01937 678142 Fax: 02 956 2035, 957 1880 Email: hshahbaz@cirdap.org , shahbaz_sos@yahoo.com Web: www.cirdap.org.sg	Present

Associate Members

Sl.	Name and Address	Remark
19.	Deogratias D. Ruhinda Director of Finance & Administration D.D.Ruhinda & Company Limited Mkumbara Sisal Estate Tanga Sisal Spinning Mill P.O. Box 1987 Tanga, Tanzania Tel: +255 27 2642011 Fax: +255 27 26 46579 Mob: +255 715 185588 http://www.sisaltz.com	Present

20.	Mr. Mahbub Anam Managing Director Lal Teer Seed Ltd. Anchor Tower (10th Floor) 108, Bir Uttam C.R. Dutta Road, Dhaka – 1205 Tel: 02-8659121-2 Fax: 02-8618862	Present
21.	Dr. Firoze Shah Sikder Executive Coordinator Lal Teer Seed Ltd. Anchor Tower (10th Floor) 108, Bir Uttam C.R. Dutta Road, Dhaka – 1205 Tel: 02-8659121-2 Fax: 02-8618862	Present
22.	Mr. Md. Nazrul Islam Khan Manager-RQC BJMC, Dhaka Adamjee Court, 115-120 Motijheel C/A, Dhaka-1000 Tel: 955 8182-6/955 8192-6, Fax: 956 7508/9564740 E-mail: bjmc@btcl.net.bd ; bjmc.bd@gmail.com	Present
23.	Muhammad Shams-uz-Zoha Chairman - BJS Director Supreme Jute and Kintex Ltd. Bangladesh Jute Spinners Association (BJS) 55/A, Purana Paltan (3rd floor), Dhaka-1000	Present
24.	Syed Md. Hussain Proprietor Mawada Traders 96/1 Moneswar Road, Zikatola, Dhaka-1209 Tel: 966 3419, 9673283, Fax: 8623181, Mob: 01711-533762 E-mail: mawada@bangla.net E-mail: mawada@bangla.net	Present
25.	Dr.Syed Md.Zainul Abedin Proprietor, Tasrif Enterprise 17, Tallabag, Mohammadpur Sher-e-Bangla Nagar. Dhaka-1207 Tel: 01711352060 Email: zabedin54@gmail.com Web: www.connecttask.com	Present

26.	<p>Mr. Masud Rana Acting Job Creation Administrator Mennonite Central Committee 4/10, Iqbal Road, Mohammadpur Dhaka-1207 Tel: 9117065/ 017151060578 Fax: 8115625 Email: jc@bangladesh.mcc.org Web: www.mccb.org</p>	Present
27.	<p>Md. Jahir Abbas S. Jute Industries LTD. Cell:01716942686</p>	Present
28.	<p>A.M. Sohail Akhter Textile Engineer Assistant General Manager Royal Inspection International LTD. Baitul Khair(3rd flr)48/A-B, Purana Paltan Dhaka-1000 Tel: 880-2-7126126, 9553476 Fax: 9559351 royalone@bdcom.net</p>	Present
29.	<p>A Barik Khan Secretary Bangladesh Jute Mills Association(BJMA) Adamjee Court, 115-120, Motijheel C/A, Dhaka-1000 Tel: 9566472, Fax: 880-2-9566472 E-mail: bjmajutegood@agnionline.com Cell: 01717-113932</p>	Present

Annex 2

SIXTEENTH SESSION OF THE COUNCIL OF THE INTERNATIONAL JUTE STUDY GROUP (IJSG)

145 Monipuripara, Tejgaon

Dhaka-1215, Bangladesh

16 May 2013

PROVISIONAL AGENDA

A. Opening of the Session

1. Ascertainment of quorum
2. Adoption of agenda and organisation of work
3. Credential of delegates:
 - a. Establishment of Credential Committee
 - b. Report of the Credential Committee
4. Admission of Observers
5. Distribution of Votes to the Administrative budget for the year 2013-2014
6. Confirmation of the Report of the Fifteenth Session of the Council
7. Confirmation of Decisions/Recommendations of the Fourteenth Meeting of the Committee on Projects (CoP)
8. Opening Remarks by the Chairperson of the Council
9. Statement by the Secretary General on the activities after the Fifteenth Session of the Council and assessment of the current jute situation and matters relating to membership and associate membership

B. Policy Matters

1. Statement by the Member country delegation
2. Statement by the Observers (with prior approval of the Chairperson)

C. Administrative and Financial Matters

1. Approval of the Administrative budget of the IJSG for the jute year 2013-2014
2. Guidelines of Incentives and Rewards to the IJSG Staff Members
3. Approval of policy on withdrawal from IJSG provident fund
4. Announcement of contributions to the Special Account
5. Financial resources of the Special Account
6. Audit report for the year 2011-12
7. Appointment of Auditors for the year 2012-2013

D. Organizational Matters

1. Finalizing the modalities of liquidation of IJSG
2. Election of Chairman and Vice-Chairman of the Council for 2013-2014
3. Election of the Secretary General

E. Other Business

Any other business with the approval of the Chairperson

F. Dates of the Seventeenth Session of the Council of the IJSG

G. Adoption of the Record of Decisions of the Sixteenth Session of the Council of the IJSG

**RECORD OF DECISIONS OF THE SIXTEENTH SESSION OF THE COUNCIL
OF THE INTERNATIONAL JUTE STUDY GROUP (IJSG)**

Decision I (XVI)

(Agenda item A.3.a. Establishment of Credential Committee)

The Council of the IJSG:

Noting the limited number of membership and recalling the decisions taken at its previous Sessions;

Decides:

- a) Not to elect a Credentials Committee but to entrust the responsibility to the Secretary General of the IJSG to check the appropriate documents and report back to the Council in the beginning of the Session.
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Decision II (XVI)

(Agenda item A.4 - Admission of Observers)

The Council of the IJSG:

Noting the presence of observers;

Decides:

- a) to accept the representative of CIRDAP and other Associate members as observer according to paragraph 14(c) of the Agreement Establishing the Terms of Reference of the IJSG.
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Decision III (XVI)

(Agenda item A.5 - Distribution of Votes to the Administrative Budget for 2013-14)

The Council of the IJSG:

Noting the contents of the Secretariat document C/(XVI)/2, on Distribution of Votes to the Administrative Budget for 2013-14;

Decides:

- a) to approve the distribution of votes to the Administrative Budget for the jute year 2013-14.
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Decision IV (XVI)

(Agenda item A.6 - Confirmation of the Report of the Fifteenth Session of the Council)

The Council of the IJSG:

Noting the content of Annex A; the 'Report of the Fifteenth Session of the Council;

Decides:

- a) to approve the Report of the Fifteenth Session of the Council of IJSG without any amendment.

Decision V (XVI)

(Agenda item A.7 - Confirmation of the Decision/Recommendation of the 14th Meeting of the CoP)

The Council of the IJSG:

Noting the content of Annex B, the Confirmation of the Decision/Recommendation of the 14th Meeting of the Committee on Projects (CoP);

Noting the comments of the CoP Chairperson and the views of the IJSG;

Decides:

- a) to approve the Decision/Recommendation of the 14th Meeting of the CoP without any amendment.
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Decision VI (XVI)

(Agenda item A.9 – Statement by the Secretary General on the activities after the Fifteenth Session of the Council and assessment of the current jute situation matters relating to membership and associate membership)

The Council of the IJSG:

Noting the initiatives and the ongoing activities of IJSG and its achievements including the present global jute situation included in the presentation made by the Secretary General;

Noting the Annex-2 of document C/(XVI)/1 containing the present status of Membership of IJSG;

Noting the contents of the IJSG Secretariat document C/(XVI)/3, concerning the “Status of Associate Membership of the IJSG”;

Noting the invigorating initiative taken by the Secretariat in increasing the number of the Associate Members of the IJSG;

Noting further that the Secretary General has accepted the associate membership of 21 (twenty one) associations/entities provisionally (Provided in List-B of the Secretariat document C/(XVI)/3);

Noting that four associate members have withdrawn associate membership from the Group (Provided in List-C of the Secretariat document C/(XVI)/3);

Considering the efforts made to persuade potential member countries and to increase the associate membership of the Group;

Decides:

- a) to approve the associate membership of twenty one associations/entities provisionally accepted by the Secretary General, as given in the List-B of the document C/(XVI)/3;
 - b) to take a note of the withdrawal of associate membership of four members as given in the List-C of the document C/(XVI)/3;
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Decision VII (XVI)

(Agenda item C.1. Approval of the Administrative budget of the IJSG for the jute year 2013-2014)

The Council of the IJSG:

Noting the Secretariat document C/(XVI)/4, containing the Administrative Budget proposal of the IJSG for the year 2013/2014;

Noting the observations by the EU representative for the need to economize expenditure and clarification on the budget heads: 'separation payment', travel on official business, and subscriptions for library;

Noting the clarifications given by Secretary General that 'separation budget' actually means the 'repatriation grant' in case of professional staff posted from outside the headquarter and unutilized 'leave encashment' in case of the other staff;

Noting the fact that 'repatriation grant' and the 'leave encashment' are part of the IJSG Financial Rules and also part of the UN system of salary and wages adopted by the Group under the existing Terms of Reference;

Noting the suggestion by the Council members that in future the customary use of 'separation grant' being used as a budget subhead be changed to the actual subhead category for which it is being proposed;

Noting the explanation of the Secretary General that the budget under official travel head has already taken into account the fact of reduced requirement because of avoidance of visits exclusively for 'membership drive';

Noting the fact that other members endorse the budgetary proposal put up by the IJSG Secretariat and also appreciate the observations of the EU delegate but since no specific 'cut proposal' has been moved by any member;

Noting the fact that the Secretary General after having a relook at budgetary proposal volunteered to reduce the demand under travel, services and other heads to bring it to USD 621,842.00 from USD 644,000.00.

Decides:

- a) to approve a gross total of USD 621,842.00 as the total Administrative Budget of the IJSG for the jute year 2013/2014;
 - b) that the contribution of members in respect of the Administrative Budget for the year 2013-14 shall become due on 1st July 2013;
 - c) that the budget approved by the Council shall constitute an authorisation to the Secretary General to incur expenditure for the purpose for which the budget is approved and as per the Financial Rules approved under the Terms of Reference of the IJSG.
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Decision VIII (XVI)

(Agenda item C.2. Guidelines of Incentive and Rewards for IJSG Staff Members)

The Council of the IJSG:

Noting the comments to EU representative that there is no need to provide incentive for normal performance of duties for which staff members are paid salary;

Noting the fact that EU is in agreement with only the 'non cash incentives' of the proposal and not the 'cash incentives'

Noting the explanation given by the Secretary General and the comments of the Indian and Bangladesh delegation that the incentive policy has been in practice and has served positive purpose;

Noting the explanation given by the Secretary General that the incentive policy has been brought as an agenda in order to meet the 'observations' of the IJSG auditors about the need for a well defined policy for the IJSG and that the cash incentive part for enrolling new Associate members is met out of PSCB budget which is contributed by the Associate members and not from the administrative budget approved by members;

Decides:

- a) to allow the Secretary General to withdraw the proposal and implement the incentive scheme within the approved Financial Rules and guidelines of the IJSG
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Decision IX (XVI)

(Agenda item C.3. Approval of policy on withdrawal from IJSG provident fund)

The Council of the IJSG:

Noting the comments of the delegates;

Noting the fact that the basic objective of provident fund is to ensure the future financial security as well as current emergency needs of the staff members as provided by most of the Government and non Government organisations;

Noting the observation of the EU representative that the guideline should include an additional provision: 'Should the recovery not be completed by 31 March 2014, the remaining balance, including the interest, will be deducted from the separation indemnities of the staff member' is to be added in the Para 4 of the proposed policy;

Decides:

- a) to adopt the suggestion made by the European Union Representative;
 - b) to approve the policy on withdrawals from IJSG provident fund accordingly and make necessary amendments in the existing Provident Fund Rules.
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Decision X (XVI)

(Agenda item C.6. Audit report for the year 2011-12)

The Council of the IJSG:

Noting the content of IJSG Secretariat document C/(XVI)/8; the audit report for the year 2011-12 of the IJSG;

Noting the comment of the delegates;

Noting the clarification given by the Secretary General that the outstanding tax payments raised and claimed by the city corporation is against the spirit of the 'Headquarter Agreement' between the IJSG and the Government of Bangladesh and hence not paid by IJSG;

Decides:

- a) to approve the audit report for the year 2011-12.

Decision XI (XVI)

(Agenda item C.7. Appointment of Auditors for the year 2012-2013)

The Council of the IJSG:

Noting the comments of the delegates;

Decides:

- a) To appoint the existing ACNABIN Audit Firm as the auditor for IJSG for the jute year 2012-13 with an audit fee of BDT 76,100.00.

Decision XII (XVI)

(Agenda item D.1. Finalizing the modalities of liquidation of IJSG)

The Council of the IJSG:

Noting that in its 15th Council that Council did not approve the draft ToR for forming a successor organisation to IJSG beyond its present tenure expiring on April 26, 2014;

Noting the clarification by the Secretary General that under Para 28 of the existing ToR there is a provision for extension of tenure of the 'Council' and not the 'Group' to 'carry out' the liquidation proceedings and settlement of accounts which was wrongly interpreted by the IJSG Secretariat in the explanatory note on the agenda;

Noting the comment of the Secretary General that the existing Council has no jurisdiction to extend the life of the organization and thus the 'Group' naturally liquidates on 26 April 2014;

Noting the comment of the Bangladesh delegates that the diplomatic efforts are still on to request the EU for reconsideration on its existing stand and other member countries;

Noting comments of the Bangladesh delegation that the liquidation process should 'start' after expiry of the ToR in April 2014 as per Para 28 of the ToR and that it will not take long time and that some more time is needed to examine the details of the proposal;

Noting the comments of the EU representative that Secretariat needs to prepare the estimated cost of liquidation which should take into account various expenses like the issues like 'digitalization of library resources etc;

Noting the fact that under Para 28 the possible extension of 'Council' for a period of one year is to 'carry out' (not to 'start') the liquidation and settlement of accounts which needs basic preparations by the IJSG 'secretariat' before the 'Group' and the 'secretariat' ceases to exist in April 2014 ;

Noting the comment of the EU representative that since the tenure of the IJSG will expire on 26 April 2014 and thus it would be reasonable to initiate the inevitable liquidation process;

Noting further the comments of the EU representative that EU agrees in general with the proposed modalities for liquidation especially about the library and the website;

Noting the comment of the Chairperson that the liquidation may not take much time and that the discussion on details of the agenda could be deferred until next Council;

Decides:

- a) to authorize the Secretary General to continue preparatory work for liquidation as deemed necessary and update the Council on the progress during the next session.
 - b) to provide an estimate of the incidental cost of liquidation and to report on the same.
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Decision XIII (XVI)

(Agenda item D.2. Election of Chairman and Vice-Chairman of the Council for 2013-2014)

The Council of IJSG:

Noting the rule 6 of the Rules of Procedures of IJSG; the election of the Chairman and Vice-Chairman for a jute year shall take place at the last session held in the preceding jute year;

Noting the proposal made by the Indian representative for the position of Chairman in favour of Mr. Md. Ashraful Moqbul, Senior Secretary, Ministry of Textiles and Jute, GoB

Noting the comments of member countries for the jute year 2013-14;

Decides:

- a) To elect Mr. Md. Ashraful Moqbul as the Chairman and the European Union representative as the Vice-Chairman of IJSG Council till April 26, 2014.
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Decision XIV (XVI)

(Agenda item D.3. Election of the Secretary General)

The Council of the IJSG:

Noting the Rules of Procedure for appointment of new Secretary General [CHAPTER VIII PERSONNEL]
Rule 38;

Noting the proposal by the Bangladesh delegate and the agreement of other member countries;

Decides:

- a) to extend the contract of the present Secretary General Mr. Bhupendra Singh upto 26 April 2014 in accordance with the Staff Rules and Regulation of the IJSG.
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Decision XV (XVI)

(Agenda item F. Date(s) of the Seventeenth Session of the Council of the IJSG)

The Council of the IJSG:

Decides:

- a) to convene a Special Seventeenth Session of the Council in the month of November/December 2013 to discuss the status of the Group and liquidation modalities for which the actual date(s) to be decided by the Secretary General in consultation with the Chairperson and the Member Countries.
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Decision XVI (XVI)

(Agenda item G. Adoption of the Record of Decisions of the Session)

The Council of the IJSG:

Decides:

- a) To adopt the Record of Decisions of the Sixteenth Session of the Council as contained in document C/(XVI)/9 and to authorize the Secretariat to prepare and circulate the Report of the Sixteenth Council Session in document C/(XVI)/10 as soon as possible to all Members, Associate Members and Observers.
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