

ANNEX - I

INTERNATIONAL JUTE STUDY GROUP Fifth Meeting of the Committee on Projects (COP) 16-17 February 2005

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ANNEX -II

PROVISIONAL AGENDA

- A. Opening of the meeting
 - 1. Ascertainment of quorum
 - 2. Adoption of agenda and organisation of work
 - 3. Statement by the Secretary General, International Jute Study Group (IJSG)
 - 4. Report on membership of the Council and of the Committee on Projects
- B. Review of projects and other activities
 - 1. Recently completed projects
 - 2. On-going projects
 - 3. Pipeline projects (with fund commitment)
 - 4. Approved unfunded projects
- C. Consideration of project proposals and project concept papers
 - 1. Project concept paper (presented in the last COP meeting)
 - 2. New project concept papers
- D. Review of the Special Account
 - 1. Status of the Special Account
 - 2. Financial requirements for projects, project proposals and other activities
- E. Consideration of recommendations to be submitted to the Council of IJSG
 - 1. Recommendations on project proposals and concept papers
 - 2. Other recommendations
- F. Election of the Chairman and the Vice-Chairman for the year 2005/2006
- G. Dates of the Sixth meeting of the COP
- H. Other business
- I. Adoption of the Record of Recommendations/Decisions of the Fifth meeting of the COP

ANNEX - III

LIST OF DOCUMENTS

ISG/CP(V)/1, Rev.1	Provisional agenda and notes
ISG/CP(V)/2	Report of recently completed projects
ISG/CP(V)/3	Progress Report on on-going projects
ISG/CP(V)/4	Position of the approved pipeline projects
ISG/CP(V)/5	Position of approved unfunded projects
ISG/CP(V)/6	A publication of Jute/kenaf
ISG/CP(V)/7	Identification and evaluation of Germplasm of kenaf for specific applications
ISG/CP(V)/8	Design and marketed development of handloom based jute floor coverings
ISG/CP(V)/9	Printing of a Catalogue/brochure for jute diversified products
ISG/CP(V)/10	Implementation of IIO Standard 98/01 for food grade jute bags
ISG/CP(V)/11	Assessment of Silica content in raw jute fibre
ISG/CP(V)/12	Review of the Special Account
ISG/CP(V)/13	Draft record of recommendations/decisions of the Fifth meeting of the COP
ISG/CP(V)/14	Final Report of the Fifth meeting of the COP

ANNEX - IV

AGREEMENT ESTABLISHING THE TERMS OF REFERENCE OF THE INTERNATIONAL JUTE STUDY GROUP, 2001

STATUS OF THE MEMBERSHIP OF THE COUNCIL AS ON 13 JANUARY 2005

<u>Members</u>	<u>Status of Accession</u>	<u>Date</u>
Bangladesh	Definitive Acceptance	04.07.2001
India	Acceptance	25.04.2002
Switzerland	Acceptance	04.03.2002
European Community and its Member States*	Definitive Acceptance	26.04.2002

Austria
Belgium/ Luxembourg
Denmark
Finland
France
Germany
Greece
Ireland
Italy
The Netherlands
Portugal
Spain
Sweden
United Kingdom
Cyprus
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Litha
Litha
Czech Republic
Slovakia

* Represents all the 25 members of the European Community

ANNEX-V

Record of Recommendations/Decisions of the Fifth meeting of the Committee on Projects (COP)

1. **Agenda item B.1.i Productivity Improvement in the Jute Industry**

The Committee noted the information.

2. **Agenda item B.1.ii Biotechnological Application of Enzymes for making Paper Pulp from Green Jute/Kenaf (the whole plant)**

The Committee noted the status and suggested that the dissemination workshop in Bangladesh be organised soon.

3. **Agenda item B.1.iii Workshop on Modern Technologies of Retting of Jute**

The Committee noted the completion of the Workshop and noted that Fibre Extraction Machines have been tested by CRIJAF at the farmers' level and commercial production of the machines is expected soon. Bangladesh could obtain these machines for trials. IJSG will play a facilitator's role in this regard.

A revised project proposal (Development of Technologies for Safe Primary Processing of Jute and Kenaf) will be submitted on the basis of the recommendations of the Workshop.

4. **Agenda item B.2.i Preparation of an Interactive Compact Disk (CD) on Jute as a Publicity Material to Create Awareness**

The Committee noted the position and suggested that it should be completed within six months.

5. **Agenda item B.2.ii Design Workshop for Jute Diversified Products**

The Committee noted the completion of the 1st phase of the project. The Committee suggested that the IJSG Secretariat may make necessary arrangement so that the designs and products developed under the project may be shared by the member countries. The Committee suggested to the Secretariat to initiate the 2nd phase of the project immediately. It was also suggested that all necessary documents and materials relating to the project (PCR, Statement of expenditures, product sample, photographs, manuals etc.) should be available with IJSG after the completion of the project.

6. **Agenda item B.2.iii Preparation of Common HS Codes for Jute and Jute Products including Product Descriptions**

The Committee noted the comments of the delegates and requested the Secretary General to expedite the finalisation of the report preferably by end March, 2005.

7. **Agenda item B.2.iv Jute Reinforced Polyolefines for Industrial Applications: Phase II : Material Optimisation and Process Up-Scaling for Commercialisation of Jute Reinforced Polyolefines**

The Committee noted the position.

8. **Agenda item B.2.v Designing of New Metallic Card Clothing for Jute Cards**

The Committee noted the position of the project and suggested that IJSG Secretariat may obtain a detailed report from IJIRA and take an early decision on the release of funds.

9. **Agenda item B.3.i Small Scale Entrepreneurship Development in Diversified Jute Products**

The Committee noted the position of the project and considering its importance and in view of the concurrence received from both the participating countries suggested that the formalities may be completed and the project started within two months.

10. **Agenda item B.3.ii A New Road Map for Jute Industry**

The Committee noted the position of the project and suggested that this be completed before December 2005.

11. **Agenda item B.3.iii Development and Application of Potentially Important Jute Geotextiles**

The Committee noted the comments of the delegates and authorised the Secretary General, IJSG to pursue the project after making necessary changes in the project proposal in consultation with the participating Governments, industrial & research partners and CFC.

12. **Agenda item B.3.iv Seminars/Workshops in Nepal, Myanmar, Egypt and any other country**

The Committee noted the comments of the delegates and approved the proposal for holding a Seminar/Workshop in Malaysia instead of Egypt.

13. **Agenda item B.3.v Productivity Improvement in the Jute Industry (A Workshop in Pakistan)**

The Committee reviewed and approved the proposal.

14. **Agenda item B.4.i Sustainable Human Resources Development Programme through Training of Master Trainers for the Jute Industry of Bangladesh, India and other Countries**

The Committee noted the comments of the delegates and decided to drop the proposal for the time being.

15. **Agenda item B.4.ii Strengthening Jute and Kenaf Seed Production, Certification and Distribution Systems with Private Sector Participation**

The Committee noted the comments of the delegates and suggested that the Seed Certification System in jute/kenaf producing countries may be strengthened and the recommendations of the meeting dated 16 September 2004 taken up by the respective Governments for appropriate action.

The Committee decided not to pursue this project proposal for the time being.

16. **Agenda item B.4.iii The Development of a Modular System for Disaster Relief Shelters, Site Offices or Stores, based upon Thermoset Jute Composites**

The Committee noted the position and comments of the delegates and decided not to pursue this project.

17. **Agenda item B.4.iv Life Cycle Analysis of Jute Products**

The Committee noted the position and suggested that the IJSG Secretariat may obtain documents from TME, the Netherlands and the Government of India and place a proposal in the next COP meeting if required.

18. **Agenda item C.i A Publication on Jute & Kenaf**

The Committee reviewed and approved the project proposal and recommended for sanction of US\$ 30,000 to the Council and suggested to the Secretariat to initiate the preparatory work including the formation of an Editorial Board for this purpose.

19. **Agenda item C.ii Identification and Evaluation of Germplasm of Kenaf for Specific Applications**

The Committee reviewed and approved the project proposal with the modification that Mesta may be included in the project along with Kenaf and authorised the Secretariat to finalise the project proposal in consultation with the participating Governments/ Institutions and seek funding from CFC.

20. **Agenda item C.iii Design and Market Development of Handloom Based Jute Floor Coverings**

The Committee reviewed the project concept and suggested that the Secretariat may request NCJD and JDPC for submission of detailed project proposals. The Committee recommended for sanction of US\$ 10,000 (up to US\$5000 each to NCJD and JDPC) to the Council.

21. **Agenda item C.iv Printing of a Catalogue/Brochure for Jute Diversified Products (Document IJSG/CP(V)9)**

The Committee reviewed the proposal and recommended for sanction of US\$6,000 (up to US\$ 3,000 each to NCJD and JDPC) to the Council.

22. **Agenda item C.v Implementation of IJO Standard 98/01 for Food Grade Jute Bags (Document IJSG/CP(V)10)**

The Committee reviewed the proposal and suggested that i) a Technical Committee may be formed with Mr. Sanjay Kajaria, Managing Director, Hastings Jute Mills, India as Chairman, Dr. D. Sur, former Deputy Director, IJIRA; Mr. A. Banerjee, IJIRA; Mr. Syed Shahabuddin, Director (RQC), BJMC and Mr. Mohammad Fazlul Huq Bhuiyan, Director (MRP), JDPC as members, (other members may be co-opted by the Committee if necessary) ii) labels approved by the respective Governments along with the list of Food Grade Jute Bag manufacturers and Govt. authorised/ approved Testing Institutions be placed on the IJSG website.

The Committee recommended for sanction of **US\$10,000** (up to **US\$5000** each to BCSIR and IJIRA) to the Council.

The Committee also suggested that BCSIR will associate BSTI, Bangladesh and IJIRA will associate BIS, India in selecting/identifying the appropriate and suitable method for determination of unsaponifiables in Food Grade Jute Bags.

In anticipation of the approval of the project by the Council the preliminary work of the project may be started.

23. **Agenda item C.vi Assessment of Silica Content in Raw Jute Fibre**

The Committee reviewed and approved the proposal. The Committee authorised the Secretariat to finalise the proposal in consultation with BJRI and CRIJAF and approach CFC for funding, as proposed. In view of the urgency of the work the proposed participating institutions may submit proposals quickly in this regard.

24. **Agenda item D: Review of the Special Account**

The Committee noted the position of the Special Account.

25. **Agenda item E: Consideration of Recommendations to be submitted to the Council of the IJSG**

The Committee

- a) Recommended to the Council for approval of an expenditure of **US\$ 56,000** from the Special Account as contained in the **Paragraphs 18, 20, 21** and **22** of this document.
- b) Requested the Secretariat to place this document before the Council at its next session.

26. **Agenda item F: Election of Chairman and Vice-Chairman for the year 2005/2006**

The present Chairman, Joint Secretary, Ministry of Textiles & Jute, Bangladesh and Vice-Chairman, Jute Commissioner, Ministry of Textiles, India of the COP were re-elected the Committee for the jute year 2005-2006.

27. **Agenda item G: Dates of the Sixth meeting of the COP**

The Committee decided to authorise the Secretary General to fix a suitable date for the Sixth meeting of the COP in consultation with the Chairman and Vice Chairman of the COP.

28. **Agenda item H. Other Business**

i) **Collaborative Research**

Possibilities of undertaking collaborative research on various aspects of jute between Bangladesh and India were discussed. The Committee requested Dr. H. S. Sen, Director, CRIJAF to prepare a paper in consultation with BJRI spelling out the areas and aspects of collaborative research and send it to IJSG Secretariat for further action.

ii) **Data Bank**

The Committee suggested that the IJSG Secretariat may expand the database on the basis of data submitted by member Governments, Institutions, etc.

India, Bangladesh and Institutions in these countries were requested to furnish relevant data on a regular basis to the IJSG Secretariat. It was suggested that IJSG Secretariat may obtain data from non Member countries and international organisations.

29. **Agenda item I: Adoption of the Record of Recommendations/Decisions of the Fifth meeting of the COP**

The Committee adopted the Record of Recommendations/Decisions of the Fifth meeting of the COP as contained in **Document IJSG/CP(V)/13**

30. The Committee requested the IJSG Secretariat to circulate the full report of the meeting to all Members, Associate Members and Observers in due course.