

ANNEX-I

LIST OF PARTICIPANTS

Minister	H E Mr Md Lutfor Rahman Khan (Azad), MP Hon'ble State Minister for Jute Government of the People's Republic of Bangladesh	
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MEMBERS

Bangladesh	Delegate	Mr A S M Abdul Halim Secretary, Ministry of Jute, Government of the People's Republic of Bangladesh Bangladesh Secretariat, Dhaka	Tel: 88 02 716 2250 Fax: 88 02 716 8766 E-mail: jutebd@bangla.net
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	Advisor	Mr Md Abdul Hye Deputy Chief (PI), Ministry of Jute Government of the People's Republic Of Bangladesh, Bangladesh Secretariat Dhaka	Tel: 88 02 716 5168
	Advisor	Mr Prodip Kumar Mahottam Assistant Chief Ministry of Jute, Government of the People's Republic of Bangladesh Bangladesh Secretariat, Dhaka	Tel: 88 02 957 1224
	Advisor	Dr A B M Abdullah Executive Director, Jute Diversification Promotion Centre, 145 Monipuripara Tejgaon, Dhaka	Tel: 88 02 912 5581-5 Fax: 88 02 912 5248-9

	Advisor	Mr Md Lokman Hussain Assistant Secretary Ministry of Foreign Affairs Government of the People's Republic of Bangladesh, Bangladesh Secretariat Dhaka	Tel: 88 02 711 0642 Fax: 88 02 955 5283 E-mail: mhussainl@yahoo.com
European Community	Representative	Mr Enzo Barattini Deputy Head of Unit Commodities European Commission, Directorate General for Development Rue de la Loi 200 G.12 5/76 B-1049 Brussels, Belgium	Tel: 00 32 2 299 2636 Fax: 00 32 2 299 2908 E-mail: enzo.barattini@cec.eu.int
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	Alternate	Mrs Anne Marchal Delegation of the European Commision in Bangladesh	
	Alternate	Mr Anthony Goodwin Delegation of the European Commision in Bangladesh	
	Alternate	Mr Luc De Bruyne, Belgium	
	Alternate	Mr Giovanni Colella, Italy	
	Alternate	Mr Andre' Raynouard, France	
India	Delegate	Mr Subhakirti Majumdar IAS Jute Commissioner Ministry of Textiles, Government of India, 20B Abdul Hamid Street (5 th & 7 th floor), Kolkata 700 069, India	Tel: 00 91 332 220 8496 Fax: 00 91 332 428 9658 E-mail: jecal@vsnl.com
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Associate Members

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ANNEX-II

ADOPTED AGENDA

A. Opening of the Session

1. Ascertainment of quorum
2. Adoption of agenda and organisation of work
3. Statement by the Secretary General
4. Statement by Members and Observers
5. Report on membership of the Council
6. Admission of Observers
7. Distribution of Votes
8. Credentials of delegates:
 - (a) Establishment of a Credentials Committee
 - (b) Report of the Credentials Committee

B. Establishment Matters

1. Accession to the Agreement of the IJSG
2. Status of Associate Membership
3. Staffing structure of the IJSG and related issues

C. Policy Matters

1. Assessment of the World Jute Situation and Related Matters
2. Presentation of Country Papers on Jute Trade Information and Statistics
3. Jute Market Development
4. Consideration of Decisions/Recommendations of the Second Meeting of the Committee on Projects (COP)
5. Consideration of Decisions/Recommendations of the Second Meeting of the Private Sector Consultative Board (PSCB)
6. Agreement between the IJSG and the FAO

D. Administrative and Financial Matters

1. Election of Chairman and Vice-Chairman for 2003/2004
2. Election of the Credentials Committee for 2003/2004
3. Election of the Provident Fund Committee for 2003/2004
4. Announcement of contributions to the Special Account by donors

5. Financial resources of the Special Account
6. Administrative Budget of IJSG for 2003/2004
7. Appointment of Auditors for the period 27 April to 30 June 2002 and for the year 2002/2003

E. Other Business

F. Dates of the Fifth Session of the Council

G. Adoption of the Record of Decisions of the Session

ANNEX - III

UPDATED LIST OF DOCUMENTS

C/(IV)/1 Rev.2	Provisional Agenda and Notes
C/(IV)/2	Distribution of Votes
C/(IV)/3 Rev.1	Status of Associate Membership of the IJSG
C/(IV)/4	Assessment of the World Jute Situation and Related Matters
C/(IV)/5	Country Papers on Jute Trade Information and Statistics
C/(IV)/6	Decisions/Recommendations of the Second Meeting of the COP
C/(IV)/7*	Agreement between the IJSG and the FAO
C/(IV)/8	Financial Resources of the Special Account
C/(IV)/9 Rev.2	Administrative Budget of IJSG for 2003/2004
C/(IV)/10	Staffing structure of the IJSG and related issues
C/(IV)/11	Decisions/Recommendations of the Second Meeting of the PSCB
C/(IV)/12	Appointment of Auditors for the period 27 April to 30 June 2002 and for the year 2002/2003
C/(IV)/13 Rev.1	Record of Decisions of the Fourth Session of the Council of IJSG
C/(IV)/14	Report of the Fourth Session of the Council of IJSG
C/(IV)/CRP-1	Conference Room Paper (CRP) on Market Development of Jute and Jute Products
C/(IV)/CRP-2	Status Report on the Work Programme of the IJSG

(*) Awaiting comments from FAO, hence not circulated.

ANNEX - IV

STATUS OF MEMBERSHIP

<u>Non-EC Countries</u>		<u>Date</u>
Bangladesh	Definitive Acceptance	04.07.2001
India	Acceptance	25.04.2002
Switzerland	Acceptance	04.03.2002
<u>European Community and its Member States*</u>	Definitive Acceptance	26.04.2002
Austria		
Belgium		
Denmark		
Finland		
France		
Germany		
Greece		
Ireland		
Italy		
Luxembourg		
Netherlands		
Portugal		
Spain		
Sweden		
United Kingdom		

(* Represents all the 15 members of the European Community.

Annex-V

**Approved Administrative Budget of the IJSG for
the Jute Year 2003/2004 (1st July 2003 to 30 June 2004)
[In US Dollars]**

NAME OF BUDGET HEADS AND SUB-HEADS	APPROVED BUDGET FOR 2003/04
I Office Space	2,000
- building (Provided by the Government of Bangladesh)	0
- provision for repairs & refurbishment	2,000
II Furniture and Vehicles	1,500
- vehicles	0
- furniture, fixtures and fittings	1,500
III Office Equipment	4,500
- telephones & communications	0
- computers/software	2,000
- photocopier	1,000
- miscellaneous	1,500
IV Working Reserve	0
V Executive & Professional Staff	194,000
- salary and allowances	179,000
- education grant/travel	12,000
- initial travel/removal cost	500
- repatriation grant/installation DSA	2,500
VI National Officer & General Service Staff	120,000
- salary and allowances	114,000
- separation payments	5,000
- training	1,000
VII Travel on Official Business	40,000
- air fares, airport tax, etc.	25,000
- subsistence allowance	15,000
Total carried forward to next page :	362,000

(Contd.... Annex-V)

Total brought forward from previous page :		362,000
VIII	Communications	17,000
	- telephone & telefax	7,000
	- postage, telegrams and courier	6,000
	- broadband connection installation & service charges	4,000
IX	Supplies	5,000
X	Services	48,000
	- office equipment maintenance	4,000
	- office cleaning / security	8,000
	- gas, electricity, water, sewerage	15,000
	- motor vehicles maintenance / fuel	7,000
	- auditor's fee	2,000
	- hospitality	2,000
	- insurance for vehicles & properties	2,500
	- bank charges	500
	- printing	5,000
	- hired transport in Dhaka	1,000
	- miscellaneous	1,000
XI	Other Miscellaneous	0
XII	Conferences & Meeting Expenses	8,000
	- conference facilities	4,000
	- linguistic services	3,000
	- miscellaneous	1,000
XIII	Information and Studies	4,000
	- books and subscriptions	4,000
	- studies under article 19	0
TOTAL : (US Dollars)		444,000

(ContdAnnex-V)

**Schedule of Assessed Members' Contributions to the
Administrative Budget of the IJSG for the year 2003/2004
(1st July 2003 to 30 June 2004)
[In US Dollars]**

Country	Total Votes	Assessed Contribution
Bangladesh	450	99,900.00
India	450	99,900.00
Switzerland	65	14,430.00
Total (Non-EC):	965	214,230.00
European Community		
Austria	65	14,430.00
Belgium/Lux	125	27,750.00
Denmark	65	14,430.00
Finland	64	14,208.00
France	73	16,206.00
Germany	76	16,872.00
Greece	66	14,652.00
Ireland	65	14,430.00
Italy	70	15,540.00
Netherlands	79	17,538.00
Portugal	66	14,652.00
Spain	71	15,762.00
Sweden	64	14,208.00
United Kingdom	86	19,092.00
Total (EC):	1035	229,770.00
Grand-total:	2000	444,000.00

ANNEX – VI

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

Decision I (IV)

(Agenda items No. A. 5 & B.1)

The Council of the IJSG:

Noting the contents of the Secretariat document C(IV)/1 Rev.2 – Annex 2 relating to the report on membership of the Council;

Convinced that further efforts are necessary within the framework of a strategy for increasing membership;

Considering that since the establishment of the IJSG in April 2002 no new country has joined ;

Decides:

- (a) to reiterate its appeal to non-member countries issued at the Third Session of the Council of IJSG;
- (b) to request the Secretary General of IJSG to establish a list of priority countries for membership;
- (c) to mandate the Secretary General to organise and carry-out missions to these priority countries and to hold talks with the competent authorities in these countries and to report to the members of the Council;
- (d) to agree that the diplomatic missions of the present member countries of the IJSG in the priority countries jointly lend the appropriate diplomatic support to the missions of the Secretary General;
- (e) to request the Secretary General to prepare an appropriate document on the IJSG to serve as a basis for his missions to priority countries; and
- (f) to request the present member countries to consider reciprocity when approached by a third country to join a commodity organization.

Decision II(IV)

(Agenda item A. 6)

The Council of the IJSG decides:

to accept the representatives of Egypt, Myanmar, Nigeria, Pakistan and Thailand as observers in addition to the permanent observers, according to paragraph 14(c) of the Terms of Reference .

Decision III (IV)

(Agenda item No. A. 7)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/2** relating to the Distribution of Votes of member countries for the year 2003/2004;

Considering that the distribution of votes of member countries has been prepared based on the latest FAO statistics on Production and Trade of Jute and the provisions of paragraph 9(b) and (c) of the Terms of Reference;

Decides:

to approve the Distribution of Votes of member countries for the year 2003/2004 as set out in **document C(IV)/2**.

Decision IV (IV)

(Agenda item A. 8a)

The Council of the IJSG:

Noting that at its Third Session, the Council decided not to elect a Credentials Committee but to entrust the responsibility to the Secretary General.

Noting further that IJSG presently has a small number of members.

Decides:

to authorise the Secretary General to check the credentials of the delegates of members and to report to the Council.

Decision V (IV)

(Agenda item B.2)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/3 Rev.1** concerning the “**Status of Associate Membership of the IJSG**”, which indicates that 12 new Associate Members have joined the IJSG in addition to the 19 Associate Members approved by the Council at its Third Session;

Noting further that the Secretary General has accepted the Associate Membership of 12 Associations/Entities provisionally as authorised by the Council;

Decides:

- (a) to approve the Associate Membership of the 12 Associations/Entities, provisionally accepted by the Secretary General, as contained in Annex B of the **document C(IV)/3 Rev.1**; and
- (b) to request the Secretariat and the PSCB to continue their efforts and liaise with the member countries for increasing the Associate Membership of the IJSG.

Decision VI (IV)

(Agenda item B.3)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/10**, concerning the “**Staffing Structure of the IJSG and related issues**” including the Secretary General’s proposal for conversion of the post of “Receptionist-cum-Registry Clerk” to “Library and Registry Assistant” within the approved grade/level;

Decides:

to approve the renaming of the post as contained in **document C(IV)/10**.

Decision VII (IV)

(Agenda item C.1)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/4** concerning the “**Assessment of the World Jute Situation and Related Matters**”;

Noting also the comments of delegates;

Considering the present structure of the Secretariat and its limited resources;

Decides:

- (a) to request the Secretariat to continue to coordinate with FAO and also establish closer cooperation with the statistical offices of the member and non-member countries and to obtain information periodically; and
- (b) to request the Secretariat to continue to make an analysis based on the available information and communicate the same to member countries once every six months.

Decision VIII (IV)

(Agenda item C.2)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/5** concerning the “**Country Paper on Jute Trade Information and Statistics**”;

Considering the need to obtain full information on jute and jute products on a regular basis from the member countries;

Decides:

- (a) to request all member countries to send information relating to jute and jute products as per provisions of paragraph 21 of the Terms of Reference;
- (b) to request the Secretariat to continue its efforts to collect information from non-member countries through their local diplomatic missions or through appropriate UN agencies, as may be feasible; and
- (c) to request member countries to present country papers containing all relevant information relating to jute and jute products in the subsequent sessions of the Council.

Decision IX (IV)

(Agenda item C.3)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/CRP-1**, concerning the Conference Room Paper (CRP) on “**Market Development of Jute and Jute Products**”;

Noting also the views of the delegates that market development, including market promotion, is an important area to be addressed by the Group;

Decides:

- (a) to request the Secretariat to prepare a project proposal on “**Market Development of Jute and Jute Products**” incorporating the comments of member countries and associate members and submit the same for consideration of the COP at its next meeting; and
- (b) to request the Secretariat to initiate steps for preparing standards for diversified jute products.

Decision X (IV)

(Agenda item C.4)

The Council of the IJSG:

Noting the Record of Decisions and Recommendations adopted by the Committee on Projects at its Second Meeting, held in Dhaka on 2-3 April 2003, as contained in **document C(IV)/6**;

Noting also the comments of the delegates;

Decides:

- (a) to approve the new project proposal entitled “**Preparation of an Interactive Compact Disk (CD) on Jute as a Publicity Material to Create Awareness**” at a cost not exceeding US\$ 5,000 as referred to in **Document C(IV)/6**;
- (b) to authorise the Committee on Projects to approve projects not exceeding an amount of US\$ 25,000 in a jute year to be financed from available resources of the Special Account of IJSG as referred to in **Document C(IV)/6** .

Decision XI (IV)

(Agenda item C.5)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/11** concerning the “**Record of Decisions and Recommendations of the Second Meeting of the Private Sector Consultative Board**”;

Noting further that the delegation of Bangladesh proposed to the Chairman of the PSCB to include in its report (**document C(IV)/11**), **point 3(a) “BJMC”** and **point 3 (f) & (g) “BJRI”** and “BJMC”;

Decides:

to request the Private Sector Consultative Board to continue its efforts for increasing Associate Membership.

Decision XII (IV)

(Agenda item C.6)

The Council of the IJSG:

Noting the comments of the delegate of FAO that the clearance process of the Agreement will take some more time;

Decides:

to request the Secretary General to circulate the draft MOU when received from FAO to all members and in case of agreement by all members, sign the MOU; in case of disagreement by member country(s), to re-consult the member countries before such signature.

Decision XIII(IV)

(Agenda item D.1)

The Council of the IJSG decides:

to re-elect Mr. J.V. Ketelsen (European Community) and Mr. A. F. M. Sarwar Kamal (Bangladesh) as Chairman and Vice-Chairman respectively of the Council of IJSG for the year 2003/2004 .

Decision XIV (IV)

(Agenda item D.2)

The Council of the IJSG

Noting the limited number of membership;

Decides:

to defer election of a Credentials Committee for the year 2003/2004 to its next Session.

Decision XV (IV)

(Agenda item D.3)

The Council of the IJSG decides:

to continue with the current members of the Provident Fund Committee of the IJSG for the year 2003/2004.

Decision XVI (IV)

(Agenda item D.6)

The Council of the IJSG:

Noting the contents of the Secretariat **document C(IV)/9** relating to the “**Draft Administrative Budget of IJSG for 2003/2004**”;

Noting also the **Decision I (IV) of the Council**;

Considering that the Secretariat shall have to meet the administrative expenses for the period from the beginning of 2003/04 till the receipt of the members’ contribution to the administrative budget;

Decides:

- (a) to approve the revised Administrative Budget of IJSG amounting to US\$ 434,000 for the year 2003/2004 (1 July 2003 to 30 June 2004) to be financed by the contribution of members, as contained in **document C(IV)/9 Rev.1**, which would be replaced by the budget as contained in **document C(IV)/9 Rev.2** amounting to US\$ 444,000 provided appropriate approval by the Government of Bangladesh for additional contribution of US\$ 2,250 is submitted to the Secretary General within 6 working days from today;
- (b) that the contribution of members in respect of the Administrative Budget for the year 2003/2004 shall become due on 1 July 2003;
- (c) that the budget approved by the Council shall constitute an authorisation to the Secretary General to incur expenditure for the purposes for which the budget is approved;
- (d) to authorise the Secretary General to transfer an amount upto US\$ 90,000 from Special Account of IJSG to meet the interim Administrative expenditure from 1 July 2003 to 30 September 2003, reimbursable from the Administrative account on receipt of the members’ contributions;
- (e) to authorise the Secretary General to assess contribution(s) of new member(s), if any, on the basis of the redistribution of votes and the approved budget without adjustment of the existing members’ assessed contribution to the administrative budget;
- (f) to authorise the Secretary General to employ a national officer against the post of Operations Manager on contract basis for one year and also to employ short-term consultants for specific activities within the budgetary provisions.

Decision XVII (IV)

(Agenda item D.7)

The Council of the IJSG:

Noting the Secretariat **document C(IV)/12** containing “**a comparative analysis of quotations received with recommendations for consideration of the Council**” for selecting the Auditor for the period 27 April to 30 June 2002 and for the year 2002/2003;

Decides:

to appoint M/S Rahman Rahman & Haq as auditors to audit the IJSG accounts for the period 27 April to 30 June 2002 and for the jute year 2002/2003.

Decision XVIII (IV)

(Agenda item F)

The Council of the IJSG decides:

to convene the Fifth Session of the Council of IJSG on 20-21 April 2004, in Dhaka, Bangladesh.

Decision XIX (IV)

(Agenda item G)

The Council of the IJSG decides:

to adopt the Record of Decisions of its Fourth Session, as contained in **document C(IV)/13 Rev.1** and to authorise the Secretariat to prepare and circulate the full report of the Council Session as soon as possible to all Members, Associate Members and Observers.
