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years



INTERNATIONAL  
COFFEE  
ORGANIZATION

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### Terms of reference for the Projects Task Force

1. The Executive Director presents his compliments and attaches a document containing terms of reference for a Projects Task Force to work intersessionally with the Secretariat on the project pipeline.
2. Members are invited to inform the Secretariat of their interest to join this Task Force no later than **17 April 2014**.

## TERMS OF REFERENCE FOR THE PROJECTS TASK FORCE

### Background

1. In March 2014, the Projects Committee agreed to establish a Task Force of Members to review projects in the pipeline, i.e. that had been approved by the Council but had not yet found a source of funding. There were some 25 projects in this state, dating back to 2001.

### Purpose

2. The purpose of the Projects Task Force is to review all 25 projects currently in the pipeline, and recommend a course of action for each one. These recommendations will then be proposed to the Council in September 2014.

### Duration

3. The Task Force will be an interim body and will complete its work in time for the 113<sup>th</sup> meeting of the International Coffee Council, which will take place between 22 and 26 September 2014.

### Composition

4. The Task Force will be open to any Member country who expresses interest, both importing and exporting. Members will need to have regular access to email and communications, and should be fully informed about the projects currently in the pipeline. Members may also delegate their representation to technical experts and may designate advisers if so wished.

5. Interested Members are requested to inform the Secretariat of their desire to join the Task Force by the end of **17 April 2014**.

### Working procedures

6. The Task Force will meet on an intersessional basis, operating predominantly by email. It will operate in English only, although background documents will be made available in the four official languages where possible.

7. The Secretariat will initially prepare a comprehensive summary of the projects currently in the pipeline, to work as a basis for further discussion. The Secretariat will then send out batches of 5 projects at a time to Members every four weeks, to ensure that all 25 projects are considered in time for the September Council Session. Members will be requested to provide their comments on the prospects of individual projects.

8. The Secretariat will review the comments made by the Task Force and on this basis prepare a recommendation to the Council in September 2014. The Task Force will work on the principle that unless there is a consensus to keep a project for further funding, it will be removed from the pipeline. This does not preclude a project being resubmitted to the Projects Committee at a later date.