



Projects Committee
8th Meeting
22 September 2014
London, United Kingdom

Virtual Screening Subcommittee

Proposals for revisions

Background

1. The present document contains proposals (**shown in bold**) for revising the Terms of reference of the Virtual Screening Sub-Committee (VSS) which were approved in September 2012 (document PJ-34/12 Rev. 1). The revision takes into account the new requirements of the Common Fund for Commodities (FCPB), the main donor to the Organization, and the need to strengthen the project activities of the Organization and seek financing from other donors.

2. The VSS is currently composed of Brazil, Côte d'Ivoire, Guatemala and Indonesia as Exporting Members, and three Members of the European Union (Germany, Italy and Spain) and the USA as Importing Members, and is chaired by the Executive Director.

Action

The Projects Committee is requested to consider this document and submit its recommendation to the Council.

VIRTUAL SCREENING SUBCOMMITTEE

TERMS OF REFERENCE

Purpose

1. The purpose of the Virtual Screening Subcommittee (VSS) shall be to expedite the process of evaluating new project proposals and other proposals for cooperation activities submitted to the Projects Committee for review. The Subcommittee shall consider and assess new project proposals and other proposals for cooperation activities taking into consideration relevant project matters, and submit its recommendations to the Projects Committee.

Duration

2. The Virtual Screening Subcommittee shall be a standing subcommittee of the Organization.

Office holders

3. The Executive Director of the ICO shall act as Chairperson of the Subcommittee.

Composition

4. The Subcommittee shall be composed of representatives of exporting Members and importing Members nominated by representatives of Member countries. Representatives of Member countries may delegate their representation to technical experts and may designate advisers if so wished.

5. Members of the VSS should have access to the Internet and be fully informed about projects already completed, being implemented or under review by donors such as the Common Fund for Commodities (CFC).

Working procedures

6. The Subcommittee will operate by email (projects@ico.org and seudieu@ico.org).

7. The Subcommittee will operate in English only, but to expedite the evaluation process, key documents may be also circulated in the other languages of the Organization (French, Spanish or Portuguese) depending on the language of the original proposal.

8. The Secretariat will provide guidance and additional information to the Members of the VSS during the review process, as required.

9. The Secretariat will review the comments made by the Subcommittee and on this basis will prepare a preliminary appraisal report to be conveyed to the countries submitting the new project proposal or other proposals for cooperation activities for appropriate action.

10. Members of the VSS shall normally send their assessments of projects to the Secretariat by 31 January and by 31 July for the March and September meetings, respectively. The Secretariat shall use the assessments received as the basis of its appraisal report.

11. The Executive Director as the Chairman of the Subcommittee will report to the Projects Committee.

Assessment of proposals

12. The Subcommittee shall complete the assessment document prepared by the Secretariat for each new project proposal assessed.

13. Background information which may be taken into account by the Subcommittee can be downloaded from the ICO Website, www.ico.org under the 'Projects' Section:

- (i) Call for proposals from the CFC.**
- (ii) The latest progress report on projects (to avoid duplication of efforts and ensure synergies with existing coffee projects sponsored by the ICO).
- (iii) The ICO Development strategy for coffee (document ICC-105-16 **Rev. 1**).
- (iv) Relevant information on the submission of applications to other donor institutions.**