



**Terms of reference for Committees  
and advisory bodies**

**Background**

This document contains updated terms of reference for Committees and advisory bodies under the International Coffee Agreement 2007:

- Annex I **Consultative Forum on Coffee Sector Finance** – Approved in September 2010 (document ICC-105-18)
- Annex II **Private Sector Consultative Board** – Approved in March 2009 (document ICC-102-12)
- Annex III **Projects Committee** – Approved in March 2009 (document ICC-102-14) and revised in September 2012 (PJ-34/12 Rev. 1)
- Annex IV **Promotion and Market Development Committee** – Approved in March 2009 (document ICC-102-13)
- Annex V **Finance and Administration Committee** – Approved in September 2010 (document ICC-102-15) and revised in September 2015 (document WP-Council 262/15)
- Annex VI **Statistics Committee** – Approved in March 2009 (document ICC-102-16)
- Annex VII **Core Group for the Consultative Forum on Coffee Sector Finance** – Approved in September 2011 (document ICC-107-18), revised in September 2012 and September 2015 (document WP-Council 262/15)
- Annex VIII **Virtual Screening Subcommittee (VSS)** – Approved in 2011 and revised in March 2015 (PJ-34/12 Rev. 3)
- Annex IX **Steering Group on Promotion** – Approved in March 2013 (document PM-21/12)

## CONSULTATIVE FORUM ON COFFEE SECTOR FINANCE

### TERMS OF REFERENCE

1. The Consultative Forum on Coffee Sector Finance (hereinafter referred to as the Forum) shall facilitate consultations on topics related to finance and risk management in the coffee sector, with a particular emphasis on the needs of small- and medium-scale producers and local communities in coffee producing areas, including the following:
  - (a) risk management;
  - (b) access to credit;
  - (c) financial tools and services; and
  - (d) sources of finance and partnerships for coffee development activities.
2. In its activities, the Forum shall:
  - (a) promote coordination among governments, intergovernmental bodies, non-governmental organizations and the private sector on topics and activities related to coffee sector finance and risk management;
  - (b) promote the exchange of information and possible coordination of activities among the development assistance agencies of Members;
  - (c) assist the Council in identifying sources of support for projects, studies and other activities of the International Coffee Organization; and
  - (d) assist the Council in assessing financial conditions in coffee markets, including the exchange of information on relevant commodity and futures exchanges.
3. The Forum shall include representatives of Members, intergovernmental organizations, financial institutions, the private sector, non-governmental organizations and others with relevant expertise. A list of such organizations shall be approved by the Council. The Chairman of the Forum, in consultation with the Executive Director, shall issue invitations to participate in the Forum. The Forum shall be open to participation by all Members.
4. The Chairman and Vice-Chairman shall be appointed by the Council for a period of one year, which may be extended for a further year, and shall be invited to participate in Sessions of the Council. The Council may also establish a core group for the purpose of organizing and promoting the initial work of the Forum.
5. As a general rule, the Forum shall be convened at least once per year, in conjunction with a session of the Council.

6. The Forum shall normally meet at the seat of the Organization. If the Council decides to accept an invitation by a Member to hold a session in its territory, the Forum may also be held in that territory, in which case the additional costs involved for the Organization, above those incurred when the Forum is held at the seat of the Organization, shall be borne by the country hosting the session.

7. The findings of the Forum shall be reported to the Council and, upon approval, widely disseminated using a variety of tools and technologies and, where appropriate, mechanisms established in accordance with the provisions of Article 34 (Studies, surveys and reports) of the International Coffee Agreement 2007.

## PRIVATE SECTOR CONSULTATIVE BOARD

### TERMS OF REFERENCE

1. The Private Sector Consultative Board (hereinafter referred to as the PSCB) shall make recommendations on any consultations made by the Council and invite the Council to give consideration to matters including the following:
  - (a) increasing the value and volume of worldwide coffee consumption;
  - (b) positive communication on coffee;
  - (c) development of a sustainable coffee sector;
  - (d) food safety;
  - (e) coffee supply chain issues;
  - (f) quality; and
  - (g) World Coffee Conferences.
2. The PSCB shall consist of eight representatives of the private sector in exporting countries and eight representatives of the private sector in importing countries.
3. The PSCB members shall be representatives of associations or bodies designated by the Council every two coffee years, and may be re-appointed. The Council in so doing shall endeavour to designate:
  - (a) two private sector coffee associations or bodies from exporting countries or regions representing each of the four groups of coffee (Colombian Mild Arabicas; Other Mild Arabicas; Brazilian Natural Arabicas and Robustas), preferably representing both growers and exporters, together with one or more alternates for each representative; and
  - (b) eight private sector coffee associations or bodies from importing countries, whether Members or non-members, preferably representing both importers and roasters, together with one or more alternates for each representative.
4. Each member of the PSCB may designate one or more advisers.
5. The Executive Director shall be an ex-officio member.
6. The PSCB shall appoint a Chairman and a Vice-Chairman from among its members. These officers may be re-appointed.
7. The quorum required for a meeting of the PSCB shall be a simple majority of members from exporting associations and a simple majority of members from importing associations.
8. Non-members, relevant organizations and experts in coffee matters may participate at meetings upon the invitation of the PSCB.

## PROJECTS COMMITTEE

### TERMS OF REFERENCE

1. The Projects Committee (hereinafter called the Committee) shall consider all matters relating to the submission, appraisal, approval, ranking, and funding of projects, including proposals for cooperation activities, as well as their implementation, monitoring and evaluation, with provision for wide dissemination of results, and submit recommendations to the Council.
  
2. The activities of the Committee shall include, but are not limited to, the following areas:
  - (a) establishment of priority thematic areas for support through projects, taking into account the Organization's strategic action plan;
  - (b) procedures for submitting and approving projects;
  - (c) monitoring and evaluation of projects by tracking the main stages of the project cycle:
    - i) identification;
    - ii) preparation and analysis;
    - iii) appraisal;
    - iv) supervision and mid-term evaluation; and
    - v) phasing out and dissemination.
  - (d) identifying sources of funding for projects and forms of cooperation with relevant agencies.
  
3. For each coffee year, the Council shall designate eight representatives of exporting Members and three representatives of importing Members to serve on the Committee. The quorum required for a meeting of the Committee shall be two representatives of exporting Members and two representatives of importing Members.
  
4. The Committee shall select a Chairman and a Vice-Chairman from among the designated Members. The Chairman and Vice-Chairman of the Committee shall be from different categories of Member. As a general rule, these offices shall alternate each coffee year between the two categories of Member. At each Session of the Council, the Chairman of the Committee shall report to the Council on the work of the Committee.

## PROMOTION AND MARKET DEVELOPMENT COMMITTEE

### TERMS OF REFERENCE

1. The Promotion and Market Development Committee (hereinafter called the Committee) shall advise and make recommendations to the Council on promotion of consumption and market development matters including:

- (a) market development plans, promotion of consumption and activities including information campaigns, research, quality improvement, capacity-building and studies related to coffee production and consumption;
- (b) coffee and health;
- (c) analysis of new proposals; and
- (d) arrangements for financing promotion and market development activities through voluntary contributions from Members, non-members, other organizations and the private sector.

2. For each coffee year, the Council shall designate eight representatives of exporting Members and three representatives of importing Members to serve on the Committee. The quorum required for a meeting of the Committee shall be two representatives of exporting Members and two representatives of importing Members.

3. The Committee shall select a Chairman and a Vice-Chairman from among the designated Members. The Chairman and Vice-Chairman of the Committee shall be from different categories of Member. As a general rule, these offices shall alternate each coffee year between the two categories of Member. At each Session of the Council, the Chairman of the Committee shall report to the Council on the work of the Committee.

**FINANCE AND ADMINISTRATION COMMITTEE**

**TERMS OF REFERENCE**

1. The Finance and Administration Committee (hereinafter called the Committee) shall consider all matters of a financial and/or administrative nature in the first instance before submitting its recommendations to the Council, including in particular, but not limited to:
  - i) the approval of the Administrative Budget;
  - ii) the approval of the Annual Accounts of the Organization; and
  - iii) the appointment of the auditors.
  
2. For each coffee year, the Council shall designate six representatives of exporting Members and five representatives of importing Members to serve on the Committee. The quorum required for a meeting of the Committee shall be two representatives of exporting Members and two representatives of importing Members.
  
3. The Committee shall select a Chairman and a Vice-Chairman from among the designated Members. The Chairman and Vice-Chairman of the Committee shall be from different categories of Member. As a general rule, these offices shall alternate each coffee year between the two categories of Member. At each Session of the Council, the Chairman of the Committee shall report to the Council on the work of the Committee.
  
4. Meetings of the Committee shall not be open to observers.

## STATISTICS COMMITTEE

### TERMS OF REFERENCE

1. The Statistics Committee (hereinafter called the Committee) shall examine, evaluate and make recommendations to the Council on statistical matters, including:

- (i) Certificates of Origin;
- (ii) statistical information on world production, prices, exports, imports and re-exports, and distribution and consumption of coffee, including information on different market categories, coffee-based products, geographical areas, market structures, niche markets, customs duties, taxes, tariffs and non-tariff barriers;
- (iii) indicator prices;
- (iv) stocks and inventories;
- (v) compliance by Members in providing statistical information;
- (vi) technical assistance;
- (vii) evaluation of technical definitions;
- (viii) publications;
- (ix) electronic dissemination; and
- (x) liaison with other organizations, with a view to improving the statistical coverage of the ICO.

2. For each coffee year, the Council shall designate eight representatives of exporting Members and three representatives of importing Members to serve on the Committee. The quorum required for a meeting of the Committee shall be two representatives of exporting Members and two representatives of importing Members.

3. The Committee shall select a Chairman and a Vice-Chairman from among the designated Members. The Chairman and Vice-Chairman of the Committee shall be from different categories of Member. As a general rule, these offices shall alternate each coffee year between the two categories of Member. At each Session of the Council, the Chairman of the Committee shall report to the Council on the work of the Committee.



**CORE GROUP FOR THE  
CONSULTATIVE FORUM ON COFFEE SECTOR FINANCE**

**TERMS OF REFERENCE**

1. The Core Group for the Consultative Forum on Coffee Sector Finance (hereinafter called the Group) shall assist the Council with organizing and promoting the work of the Forum, including by:
  - a) selecting topics to be considered in the Forum;
  - b) identifying individuals with relevant expertise to participate in the Forum;
  - c) devising mechanisms or formats for considering topics in the Forum;
  - d) identifying means to disseminate information about the Forum and the results of the Forum;
  - e) exploring financing for the Forum; and
  - f) facilitating and generating discussion, debate and exchange of experiences and information on topics related to finance and risk management in the coffee sector.
  
2. The Group shall consist of ten representatives appointed by the Council for a term of office of two years, comprising six representatives of exporting Members and four representatives of importing Members. All interested Members may also participate. The Chairman and Vice-Chairman of the Forum shall be among the representatives of the Group and shall serve as the Chairman and Vice-Chairman, respectively, of the Group.
  
3. The Group shall be assisted by the Chairman of the Private Sector Consultative Board (PSCB) and four advisors with relevant expertise who shall be appointed by the Council for a term of office of one year which may be renewed if so decided by the Council. The Executive Director shall be an ex-officio member.
  
4. At the Council Session taking place approximately six months prior to the expiry of the term of office of advisors the Group shall recommend to the Council individuals that may be able to serve as advisors to the Group from a list of experts from intergovernmental organizations, financial institutions, the private sector, non-governmental organizations and other institutions. It shall also recommend one or more topics to be considered in the Forum. The Group may identify topics in advance as appropriate.

5. The Group shall normally meet during regular sessions of the Council, and may work inter-sessionally, as necessary, by electronic mail or teleconference to carry out its functions.
6. The Chairman of the Group shall report to the Council at each Session.
7. The Group shall operate in English.

## 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 ([seudieu@ico.org](mailto: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. The Secretariat will submit to the VSS project proposals to be assessed, by mid-December and by mid-June. In turn, Members of the VSS shall normally return their assessment of project proposals 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.
12. Members of the VSS may assist the Secretariat in identifying/suggesting sources of funding for relevant projects.

### **Assessment of proposals**

13. The Subcommittee shall complete the assessment document prepared by the Secretariat for each new project proposal assessed.
14. Background information which may be taken into account by the Subcommittee can be downloaded from the ICO Website, [www.ico.org](http://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.

## STEERING GROUP ON PROMOTION

### TERMS OF REFERENCE

#### Purpose

1. The purpose of the Steering Group on Promotion (SGP) shall be to advise and make recommendations, with particular focus on small growers, to the Promotion and Market Development Committee ('the Committee') on the implementation of the Plan for Promotion and Market Development including:
  - i) Development of multi-stakeholder network of partners.
  - ii) Recruitment of promotion agents.
  - iii) Development of a holistic claim about coffee.
  - iv) Analysis of reports and proposals.
  - v) Exploring sources of funding and allocation and disbursement of funds, as appropriate.
2. The SGP shall consist of four representatives of exporting Members and two representatives of importing Members, the Chairperson and the Vice-Chairperson of the Committee and the Chairperson of the Private Sector Consultative Board. All interested Members may also participate. Representatives may designate advisers if so wished. The SGP Members shall normally be appointed by the Committee at its last meeting in the coffee year for a term of office of two years.
3. The Chairperson and Vice-Chairperson of the Committee shall serve as the Chairperson and Vice-Chairperson, respectively, of the Group.
4. The Executive Director shall be an ex-officio member.
5. The SGP will operate in English only.
6. The Group shall work intersessionally by electronic mail or by teleconference and may hold meetings during regular sessions of the Council or at other times as required.