



INTERNATIONAL COFFEE ORGANIZATION  
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ  
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ  
ORGANISATION INTERNATIONALE DU CAFÉ

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**Projects Committee**

**Terms of reference**

## **Background**

This document contains the terms of reference for the Projects Committee under the International Coffee Agreement 2007. The terms of reference were approved by the Council at its 102<sup>nd</sup> Session from 18 to 20 March 2009.

## **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, 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.