



International Coffee Organization
Organización Internacional del Café
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**Revised draft terms of reference for the
Consultative Forum on Coffee Sector Finance**

Background

1. This document contains revised draft terms of reference for the Consultative Forum on Coffee Sector Finance established under Article 31 of the International Coffee Agreement 2007.
2. As suggested during discussions in the Council in May 2008, wording for general rules of procedure such as term of office, nomination of office-holders, languages, place of meeting, reporting etc. has been included in Rule 35 of the Rules of the Organization (document WP-Council 165/08 Rev. 1). This document includes proposals for wording submitted by one Member (see document WP-Council 177/08). The Annex contains the version of the terms of reference which was considered by the Council in May 2008.
3. Members are invited to submit their comments in writing to the Executive Director by **29 August 2008**, to enable contributions to be circulated well in advance of the 101st Council Session at which this document will be considered.

Action

The Council is requested to consider this document.

CONSULTATIVE FORUM ON COFFEE SECTOR FINANCE

REVISED DRAFT 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;
- (b) promote the exchange of information and possible coordination of activities among the development assistance agencies of Members; and
- (c) assist the Council in identifying sources of support for projects, studies and other activities of the International Coffee Organization.]

[3 (a) The Forum shall be composed of representatives of all exporting and importing Members.

4. The Forum shall include representatives of intergovernmental organizations, financial institutions, the private sector, non-governmental organizations, interested non-member countries 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 invite representatives of these categories to the Forum and inform the Council of such invitations.]

[3 (b) The Forum shall include representatives of Members, intergovernmental organizations, financial institutions, the private sector, non-governmental organizations and others with relevant expertise. The Chairman of the Forum, in consultation with the Executive Director, shall issue invitations to participate in the Forum and shall inform the Council of such invitations. The Forum shall be open to participation by all Members.]

[5 (a) The Chairman and Vice-Chairman shall be appointed by the Council for an appropriate period and shall be invited to participate in Sessions of the Council as observers.]

[5 (b) The Council shall designate a Chairman and Vice-Chairman of the Forum who may serve for terms of up to two years. The Chairman of the Forum, in consultation with the Executive Director, may establish a Steering Committee for the Forum for the purpose of organizing and promoting the work of the Forum. The members of the Steering Committee of the Forum shall not be paid by the Organization. The Chairman, Vice-Chairman and members of the Steering Committee of the Forum shall be invited to participate in Sessions of the Council as observers.]

[6 (a) The Forum shall be convened by the Council [at appropriate intervals] [when necessary] [annually], and in cooperation with other organizations.]

[6 (b) As a general rule, the Forum shall be convened at least once per year, in conjunction with a session of the Council. In consultation with the Executive Director, the Chairman of the Forum may use electronic media to convene meetings and pursue the objectives of the Forum.]

7. Unless the Council decides otherwise, the Forum shall be self-financing.

8. 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.

9. The findings of the Forum shall be 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.

CONSULTATIVE FORUM ON COFFEE SECTOR FINANCE

DRAFT TERMS OF REFERENCE

Purpose

1. The purpose of the Consultative Forum on Coffee Sector Finance (hereinafter referred to as the Forum) shall be to 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.
2. The Council, in coordination with the Chairman of the Forum, shall ensure that the Forum contributes to furthering the objectives of the 2007 Agreement.

Composition

3. The Forum shall be composed of representatives of exporting and importing Members.
4. The Forum shall also be composed of representatives of intergovernmental organizations, financial institutions, the private sector, non-governmental organizations, interested non-member countries and others with relevant expertise. The Chairman of the Forum, in consultation with the Executive Director, shall invite representatives of these categories to the Forum and inform the Council of such invitations.

Office-holders

5. The Forum shall have a Chairman and a Vice-Chairman who shall not be paid by the Organization. The Chairman and Vice-Chairman shall be appointed by the Council for an appropriate period and shall be invited to participate in meetings of the Council as observers.

Meetings/procedures

6. The Forum shall be convened by the Council at appropriate intervals, and in cooperation with other organizations.
7. Unless the Council decides otherwise, the Forum shall be self-financing.

8. The Forum shall normally be held 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 to the Organization involved above those incurred when the session is held at the seat of the Organization shall be borne by the country hosting the session.
9. The Forum may establish working groups to assist it in its work.
10. The Forum shall operate in the official languages of the Organization.
11. The Chairman of the Forum shall report to the Council on the results of the Forum.
12. The results of the Forum shall be 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).