



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

WP Council 169/08

7 April 2008
Original: English

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International Coffee Council
100th Session
19 – 23 May 2008
London, England

**Draft terms of reference for the
Projects Committee**

Background

This document contains draft terms of reference for the Projects Committee established under Article 28 of the International Coffee Agreement 2007.

Action

The Council is requested to consider this document.

PROJECTS COMMITTEE

DRAFT TERMS OF REFERENCE

Purpose

1. 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, and 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 of projects;
 - (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) funding of projects and cooperation with relevant agencies, including:
 - i) identification of potential donors; and
 - ii) outlining objectives and mechanisms for cooperation.

Composition

3. The Committee shall be composed of [six] [eight] representatives of exporting Members and [six] [eight] representatives of importing Members, appointed for a one-year term by the Council at the last session of the coffee year.
4. The meetings of the Committee shall be open to all Members.

5. Representatives of the Private Sector Consultative Board are invited to attend meetings of the Committee as permanent observers. Representatives of non-member countries and relevant organizations may participate as observers upon the invitation of the Chairman.

Office-holders

6. The Committee shall appoint a Chairman and Vice-Chairman who shall be appointed for a one-year term at the last meeting of the coffee year. These offices shall alternate each coffee year between the two categories of Members.

Meetings/procedures

7. The Committee shall normally meet at the seat of the Organization, during regular sessions of the Council.

8. The Committee shall operate in the official languages of the Organization.

9. The Committee shall determine its own Agenda.

10. The Committee shall establish its own procedures.

11. The Committee may establish working groups to assist it in its work.

12. The Chairman of the Committee shall report to the Council.

Quorum

13. The quorum required for a meeting of the Committee shall be [...] representatives of the exporting Members and [...] representatives of the importing Members.