



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

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International Coffee Council  
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**Revised draft terms of reference for the  
Projects Committee**

## **Background**

1. This document contains revised draft terms of reference for the Projects Committee established under Article 28 of the International Coffee Agreement 2007.
2. As suggested during discussions in the Council in May 2008, wording for general rules of procedure of committees 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 101<sup>st</sup> Council Session at which this document will be considered.

## **Action**

The Council is requested to consider this document.

## **PROJECTS COMMITTEE**

### **REVISED DRAFT TERMS OF REFERENCE**

[1 (a) 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;
- (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.]

[1 (b) The purpose of the Projects Committee (hereinafter called the Committee) shall be to advise the Council on the project activities of the Organization, including procedures and mechanisms for submitting, appraising, approving, implementing, monitoring and evaluating results. Taking into account the Council's strategic action plan, and in consultation with the Promotion and Market Development Committee and the Statistics Committee, the Committee shall identify short-term priorities for project activities and advise the Council.]

[3 (a) The Committee shall be composed of [ten] [three] representatives of exporting Members and [five] [three] representatives of importing Members. [Alternates for each representative may be designated if so wished.] The quorum required for a meeting of the Committee shall be the presence of [six] [two] representatives of exporting Members and [three] [two] representatives of importing Members.]

[3 (b) The Committee shall be composed of all Members; however for the Committee to be quorate the Council shall designate [ten] [three] representatives of exporting Members and [five] [three] representatives of importing Members, and at least [six] [two] designated representatives of exporting Members and [three] [two] designated representatives of importing Members should be present. [Alternates for each representative may be designated if so wished.] ]

[4. The Committee shall appoint a Chairman and Vice-Chairman.]

[5 (a) Representatives of the Private Sector Consultative Board shall be invited to attend meetings of the Committee as permanent observers. Representatives of non-member countries, relevant organizations and experts in coffee matters may participate as observers at the invitation of the Council.]

[5 (b) Non-members and organizations who have been invited to participate in Council sessions as observers may also participate in the Committee as observers.]

## 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.