



**INTERNATIONAL
COFFEE
ORGANIZATION**

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**Terms of reference for the
Core Group for the Consultative Forum on
Coffee Sector Finance and for the Finance and
Administration Committee – proposal for
revision**

Background

The attached document contains a proposal for revising the terms of reference for the Core Group for the Consultative Forum on Coffee Sector Finance (Annex I) and for the Finance and Administration Committee (Annex II). The latest version was circulated in document [ICC-110-13 Rev. 1](#). Changes are shown in **bold**.

Action

The Council is invited to consider this document and if appropriate, to approve it.

**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 intersessionally, 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.

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.