



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

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Deadlines for submission of project proposals in 2004/05

1. The Executive Director presents his compliments and wishes to inform Members that both new and reformulated project proposals to be submitted for financing by the Common Fund for Commodities (CFC) should reach the Organization at least eight weeks before scheduled meetings of the ICO Executive Board. This period is required in view of the need for project proposals to be analysed by the Secretariat, revised as appropriate and circulated in advance to Members of the Executive Board in the four official languages of the Organization (English, French, Portuguese and Spanish). The Executive Director cannot guarantee the consideration of project proposals submitted after the deadlines indicated in the table below. For updating of these deadlines Members should consult the ICO Website www.ico.org under the “Activities” section relating to “Projects”.
2. This document complements other documents providing guidelines on the preparation, formulation and management of projects for financing by the Common Fund for Commodities. See documents EB-3573/96 Rev. 4, EB-3854/03 and the CFC Manual¹.
3. It should be noted that all proposals must be submitted to the CFC through the relevant International Commodity Body (ICB), which, in the case of coffee, is the ICO, officially designated to present proposals to the Managing Director of the Fund.

¹ The 5th edition of the CFC Manual for the preparation and management of projects to be financed by the Common Fund for Commodities can be found on the CFC Website: www.common-fund.org under the heading “Publications”.

**SCHEDULE FOR PRESENTATION OF PROJECT PROPOSALS
COFFEE YEAR 2004/05**

Date of ICO and CFC meetings in 2004/05	Action
<p>21 - 24 September 2004 Meetings of the International Coffee Council and ICO Executive Board</p>	<p>27 August 2004: Deadline for receipt of project proposals and requests for project preparation facility (PPF) to be considered by the ICO Executive Board in September 2004 13 September 2004: Report of the Virtual Screening Committee (VSC)</p>
<p>27 - 28 January 2005 ICO Executive Board</p>	<p>31 October 2004: Deadline for receipt of reformulated project proposals 26 November 2004: Deadline for receipt of project proposals and requests for project preparation facility (PPF) to be considered by the ICO Executive Board in January 2005 17 January 2005: Report of the Virtual Screening Committee (VSC)</p>
<p>CFC Consultative Committee meeting in Amsterdam (24 - 29 January 2005)</p>	<p>5 November 2004: Deadline for submission of project proposals to the CFC February 2005: Comments of the CFC Consultative Committee to be sent by the ICO, in English, to Members which have submitted project proposals</p>
<p>CFC Executive Board meeting in Amsterdam (11 - 13 April 2005)</p>	<p>April 2005: Notification of approval by the CFC Executive Board to be sent by the ICO, in English, to Members which have submitted project proposals</p>
<p>17 - 20 May 2005 Meetings of the International Coffee Council and ICO Executive Board</p>	<p>21 March 2005: Deadline for receipt of project proposals and requests for project preparation facility (PPF) to be considered by the ICO Executive Board in May 2005 2 May 2005: Report of the Virtual Screening Committee (VSC)</p>
<p>CFC Consultative Committee meeting in Amsterdam (11 - 16 July 2005)</p>	<p>July 2005: Comments of the CFC Consultative Committee to be sent by the ICO, in English, to Members which have submitted project proposals</p>
<p>27 - 30 September 2005 Meetings of the International Coffee Council and ICO Executive Board</p>	<p>25 July 2005: Deadline for receipt of project proposals and requests for project preparation facility (PPF) to be considered by the ICO Executive Board in September 2005 12 September 2005: Report of the Virtual Screening Committee (VSC)</p>