



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

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### **Deadlines for submission of project proposals in 2005/06**

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 attached table. Members should consult the ICO website [www.ico.org](http://www.ico.org) under the “Activities” section relating to “Projects” for updated deadlines.
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 Manual<sup>1</sup>.
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.

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<sup>1</sup> The 5<sup>th</sup> 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](http://www.common-fund.org) under the heading “Publications”.

**SCHEDULE FOR PRESENTATION OF PROJECT PROPOSALS  
COFFEE YEAR 2005/06**

| <b>ICO and CFC meetings in 2005/06</b>  | <b>Deadlines to be considered</b>   |
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| <p><b>27 – 29 September 2005</b><br/>International Coffee Council and<br/>ICO Executive Board</p> | <p><b>25 July 2005:</b> Deadline for receipt of new project proposals and requests for Fast Track and Project Preparation Facilities to be considered by the ICO Executive Board in September 2005</p> <p><b>12 September 2005:</b> Report of the Virtual Screening Committee (VSC) circulated to Members</p>   |
| <p>CFC Executive Board meeting in<br/>Amsterdam (10 – 12 October 2005)</p>                        | <p><b>October 2005:</b> Notification of project proposals approved by the CFC Executive Board – press release available on ICO website</p>  |
| <p><b>26 – 27 January 2006</b><br/>ICO Executive Board</p>  | <p><b>28 October 2005:</b> Deadline for receipt of reformulated project proposals</p> <p><b>14 November 2005:</b> Deadline for receipt of new project proposals and requests for Fast Track and Project Preparation Facilities to be considered by the ICO Executive Board in January 2006</p> <p><b>9 January 2006:</b> VSC report circulated to Members</p> |
| <p>CFC Consultative Committee meeting in<br/>Amsterdam (23 – 28 January 2006)</p>                 | <p><b>7 November 2005:</b> Deadline for submission of project proposals to the CFC</p> <p><b>February 2006:</b> Comments of the CFC Consultative Committee to be sent by the ICO to Members which have submitted project proposals</p>  |
| <p>CFC Executive Board meeting in<br/>Amsterdam (10 – 12 April 2006)</p>                          | <p><b>April 2006:</b> Notification of project proposals approved by the CFC Executive Board – press release available on ICO website</p>  |
| <p><b>23 – 26 May 2006</b><br/>International Coffee Council and<br/>ICO Executive Board</p>       | <p><b>20 March 2006:</b> Deadline for receipt of new project proposals and requests for Fast Track and Project Preparation Facilities to be considered by the ICO Executive Board in May 2006</p> <p><b>28 April 2006:</b> Deadline for receipt of reformulated project proposals</p> <p><b>8 May 2006:</b> VSC report circulated to Members</p>              |
| <p>CFC Consultative Committee meeting in<br/>Amsterdam (10 – 15 July 2006)</p>                    | <p><b>8 May 2006:</b> Deadline for submission of project proposals to the CFC</p> <p><b>July 2006:</b> Comments of the CFC Consultative Committee to be sent by the ICO to Members which have submitted project proposals</p>   |
| <p><b>26 – 29 September 2006</b><br/>International Coffee Council and<br/>ICO Executive Board</p> | <p><b>24 July 2006:</b> Deadline for receipt of new project proposals and requests for Fast Track and Project Preparation Facilities to be considered by the ICO Executive Board in September 2006</p> <p><b>11 September 2006:</b> VSC report circulated to Members</p>  |