

TERMS OF REFERENCE FOR THE VIRTUAL SCREENING SUBCOMMITTEE

Purpose

1. The purpose of the Virtual Screening Subcommittee (VSS) shall be to expedite the process of evaluating new project proposals. The Subcommittee shall consider and assess new project proposals taking into consideration relevant project matters, and submit its recommendations to the Projects Committee.

Duration

2. The Virtual Screening Subcommittee shall be a standing subcommittee of the Organization.

Office holders

3. The Executive Director of the ICO shall act as Chairman of the Subcommittee.

Composition

4. The Subcommittee shall be composed of representatives of exporting Members and importing Members nominated by representatives of Member countries. Representatives of Member countries may delegate their representation to technical experts and may designate advisers if so wished.

5. Members of the VSS should have access to the Internet and be fully informed about projects already completed, being implemented or under review by the Common Fund for Commodities (CFC).

Working procedures

6. The Subcommittee will operate by email (projects@ico.org).

7. The Subcommittee will operate in English only, but to expedite the evaluation process, key documents may be also circulated in the other languages of the Organization (French, Spanish or Portuguese) depending on the language of the original proposal.

8. The Secretariat will review the comments made by the Subcommittee and on this basis will prepare a preliminary appraisal report to be conveyed to the countries submitting the new project proposal for appropriate action.

9. The Chairman of the Subcommittee will report to the Projects Committee.

Assessment of proposals

10. The Subcommittee shall complete the assessment document prepared by the Secretariat for each new project proposal assessed.

11. Background information which may be taken into account by the Subcommittee can be downloaded from the ICO Website, www.ico.org under the 'Projects' Section:

- (i) The Common Fund for Commodities (CFC) Manual for the preparation and management of projects to be financed by the CFC.
- (ii) Basic information on the submission of applications to the CFC for financial support for activities related to coffee (Document EB-3573/96 Rev. 4).
- (iii) The latest progress report on projects (to avoid duplication of efforts and ensure synergies with existing coffee projects sponsored by the ICO).
- (iv) The ICO Development strategy for coffee (document ICC-105-16).