



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

WP Board No. 955/04 Rev. 1

22 November 2004
Original: English

E

Executive Board
257th Meeting
25 – 27 January 2005
London, England

Virtual Screening Committee
Draft terms of reference

Background

1. At its 255th meeting in May 2004, the Executive Board noted that the Virtual Screening Committee (VSC) which had been established for a trial period in March 2004 was working well and should continue to function. The Board therefore decided to recommend approval of the document “Basic information on the submission of applications to the Common Fund for Commodities for financial support for activities related to coffee” (document EB-3573/96 Rev. 4). This document was subsequently approved by the Council at its 90th Session.
2. To facilitate the establishment of the VSC, draft terms of reference are attached. Following comments made by the Executive Board in September 2004, the document has been revised to enable the Committee to operate on a flexible basis, without limits on the period of office or number of participants.
3. The Executive Board will be informed of the representatives nominated to participate in the VSC at its meeting in January 2005.

Action

The Executive Board is requested to consider the draft terms of reference for the Virtual Screening Committee (VSC), and if appropriate, to approve them.

DRAFT TERMS OF REFERENCE FOR THE VIRTUAL SCREENING COMMITTEE

Purpose

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

Duration

2. The Virtual Screening Committee shall be a standing committee of the Organization.

Office holders

3. The Executive Director of the ICO shall act as Chairperson of the Committee.

Composition

4. The Committee shall be composed of representatives of exporting Members and importing Members nominated by the Spokespersons for the Producers and Consumers or by Member countries. Representatives of Member countries may delegate their representation to technical experts and may designate advisers if so wished.

5. Members of the VSC 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 Committee will operate by email (projects@ico.org).

7. The Committee 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 Committee 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 Chairperson of the Committee will report to the Executive Board.

Assessment of proposals

10. The Committee shall complete the checklist prepared by the Secretariat for each new project proposal assessed.

11. Background information which may be taken into account by the Committee 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 EB-3768/01 Rev. 3).