



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

WP VSC No. 1/05 Rev. 1

16 January 2006  
English only

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**Virtual Screening Committee**  
30 January 2006 (10.00)  
London, England

**Draft Agenda**

**Item**

**Document**

**1. Draft Agenda – to adopt**

WP-VSC No. 1/05 Rev. 1

**2. Background information on the preparation of projects – to note**

The Virtual Screening Committee (VSC) was set up to expedite the process of reviewing projects. Before its creation, project proposals were sent to the Executive Board to be technically examined and, when approved in principle, submitted to the Council for final approval.

The following documents will be circulated:

Basic information on the submission of applications to the Common Fund for Commodities (CFC) for financial support for activities related to coffee

EB-3573/96 Rev. 4

Further information is available in the Manual for the preparation and management of projects to be financed by the CFC, which can be downloaded from the CFC website [www.common-fund.org](http://www.common-fund.org)

Coffee development projects – Progress report

EB-3904/06

Virtual Screening Committee – Draft terms of reference

WP-Board No. 955/04 Rev. 1

The Executive Director will report.

**3. Evaluation of projects and methodology – to note**

The ICO is the designated International Commodity Body (ICB) for coffee projects at the CFC and is responsible for formally submitting projects for funding. The Organization is also responsible for the prioritization, formulation and supervision of projects. The Executive Director will report.

The following documents will be circulated:

Development strategy for coffee EB-3768/01 Rev. 3

Deadlines for submission of project proposals in 2005/06 ED-1956/05

**4. Feedback from the VSC on project proposals – to discuss**

EB-3894/05  
EB-3906/06

The VSC is a “virtual” Committee and its Members communicate by email. It is open to all Member countries of the Organization. At present the VSC is functioning with the assistance of 1 exporting country and 3 importing countries. The Executive Director will report.

*Operation of the VSC*

The VSC has developed through three stages: a trial period, the appointment of its participants and the definition of terms of reference, and regular operation (May 2005 to January 2006). The Executive Director will report.

The VSC project checklist will be circulated. No number

**5. Open floor for discussions – to consider**

Members are invited to put forward their suggestions as to the further development of the terms of reference, processes and methodology.