



Projects Committee
4th Meeting
27 September 2012
London, United Kingdom

Virtual Screening Subcommittee

Draft decision and revised terms of reference

Projects Committee – revised terms of reference

Background

1. In March 2011, the Council noted the importance of the work of the Virtual Screening Committee (VSC) which had operated under the 2001 Agreement. On the recommendation of the Projects Committee, it decided to establish a Virtual Screening Subcommittee (VSS) under the 2007 Agreement with the mandate of expediting and evaluating new project proposals for consideration by the Committee for an interim temporary period, pending the consideration of proposals for the future technical screening of projects. In September 2011, on the recommendation of the Committee, the Council noted that the VSS worked well and decided that it should continue to operate for a further interim period (see paragraph 32 of document ICC-107-22).

2. The VSS is currently composed of Brazil, Côte d'Ivoire, Guatemala, and Indonesia as Exporting Members, and three Members of the European Union (Germany, Italy and Spain) and the USA as Importing Members, and is chaired by the Executive Director.

3. It is proposed that the terms of reference of the VSS could be amended as shown in Annex I (highlighted in bold) to take into account cooperation activities that may take place under the 2007 Agreement, such as technical cooperation activities¹. In March 2012 the Council agreed that all proposed cooperation activities under the MOU would be submitted to the Projects Committee for review. The Council may choose to subject any similar, future understandings to the same procedure.

¹ See Memorandum of Understanding (MOU) between the Government of the Federative Republic of Brazil and the International Coffee Organization signed in March 2012 contained in document ICC-108-7 Rev. 1.

4. It is also proposed that the terms of reference for the Projects Committee could be amended as shown in Annex II. Changes have been highlighted in bold.

5. Finally, it is proposed that the [remit of the VSS could be extended until [September 2015]] [VSS could be established as a standing subcommittee under the 2007 Agreement]. The text of a draft decision is given below:

The Council notes the value of the work of the Virtual Screening Subcommittee (VSS) established in March 2011 and [decides to extend its remit until [September 2015]] [decides to establish the Subcommittee under the 2007 Agreement with the purpose of expediting the process of evaluating new project proposals and proposals for technical cooperation activities].

Action

The Projects Committee is requested to consider this document and submit its recommendation to the Council.

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 **[and other proposals for cooperation activities submitted to the Projects Committee for review] [and technical cooperation activities submitted by the Brazilian Agency for Cooperation (ABC) and other relevant organizations]**. The Subcommittee shall consider and assess new project proposals **and other proposals for cooperation activities** 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 donors such as the Common Fund for Commodities (CFC).

Working procedures

6. The Subcommittee will operate by email (projects@ico.org and volcan@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 **[or other proposals for cooperation activities] [or the ABC or other organization in the case of technical cooperation activities]** for appropriate action.

9. The Executive Director as 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) Manuals for the preparation and management of projects.
- (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).
- (v) **Memorandum of Understanding between the Government of the Federative Republic of Brazil and the International Coffee Organization (document ICC-108-7 Rev. 1).**

PROJECTS COMMITTEE

TERMS OF REFERENCE

1. The Projects Committee (hereinafter called the Committee) shall consider all matters relating to the submission, appraisal, approval, ranking, and funding of projects, **[including proposals for cooperation activities,]** as well as their implementation, monitoring and evaluation, with provision for wide dissemination of results, and submit recommendations to the Council.
2. The activities of the Committee shall include, but are not limited to, the following areas:
 - (a) establishment of priority thematic areas for support through projects, taking into account the Organization's strategic action plan;
 - (b) procedures for submitting and approving projects;
 - (c) monitoring and evaluation of projects by tracking the main stages of the project cycle:
 - i) identification;
 - ii) preparation and analysis;
 - iii) appraisal;
 - iv) supervision and mid-term evaluation; and
 - v) phasing out and dissemination.
 - (d) identifying sources of funding for projects and forms of cooperation with relevant agencies.
3. For each coffee year, the Council shall designate eight representatives of exporting Members and three representatives of importing Members to serve on the Committee. The quorum required for a meeting of the Committee shall be two representatives of exporting Members and two representatives of importing Members.
4. The Committee shall select a Chairman and a Vice-Chairman from among the designated Members. The Chairman and Vice-Chairman of the Committee shall be from different categories of Member. As a general rule, these offices shall alternate each coffee year between the two categories of Member. At each Session of the Council, the Chairman of the Committee shall report to the Council on the work of the Committee.