



ORGANIZACIÓN INTERNACIONAL DEL CAFÉ ORGANIZATION
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

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**Terms of reference for Committees
and advisory bodies**

Background

1. As noted by the Council at its 103rd Session in September 2009, all documents relating to the 2007 Agreement will be considered at the first Council Session after it enters into force. This document contains the terms of reference for the following Committees and advisory bodies (the original document numbers are in brackets):

Annex I	Consultative Forum on Coffee Sector Finance (ICC-105-18)
Annex II	Private Sector Consultative Board (ICC-102-12)
Annex III	Projects Committee (ICC-102-14)
Annex IV	Promotion and Market Development Committee (ICC-102-13)
Annex V	Finance and Administration Committee (ICC-102-15)
Annex VI	Statistics Committee (ICC-102-16)

2. The Council will subsequently consider the composition of the following Committees for the remainder of this coffee year at its 106th Session. Members may therefore wish to consider the designation of representatives in each category to facilitate consideration of this matter in March 2011:

- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Projects Committee (8 exporting, 3 importing Members)
- Finance and Administration Committee (6 exporting, 4 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)

Action

The Council is requested to consider these documents and approve them.

CONSULTATIVE FORUM ON COFFEE SECTOR FINANCE

TERMS OF REFERENCE

1. The Consultative Forum on Coffee Sector Finance (hereinafter referred to as the Forum) shall facilitate consultations on topics related to finance and risk management in the coffee sector, with a particular emphasis on the needs of small- and medium-scale producers and local communities in coffee producing areas, including the following:
 - (a) risk management;
 - (b) access to credit;
 - (c) financial tools and services; and
 - (d) sources of finance and partnerships for coffee development activities.
2. In its activities, the Forum shall:
 - (a) promote coordination among governments, intergovernmental bodies, non-governmental organizations and the private sector on topics and activities related to coffee sector finance and risk management;
 - (b) promote the exchange of information and possible coordination of activities among the development assistance agencies of Members;
 - (c) assist the Council in identifying sources of support for projects, studies and other activities of the International Coffee Organization; and
 - (d) assist the Council in assessing financial conditions in coffee markets, including the exchange of information on relevant commodity and futures exchanges.
3. The Forum shall include representatives of Members, intergovernmental organizations, financial institutions, the private sector, non-governmental organizations and others with relevant expertise. A list of such organizations shall be approved by the Council. The Chairman of the Forum, in consultation with the Executive Director, shall issue invitations to participate in the Forum. The Forum shall be open to participation by all Members.
4. The Chairman and Vice-Chairman shall be appointed by the Council for a period of one year, which may be extended for a further year, and shall be invited to participate in Sessions of the Council. The Council may also establish a core group for the purpose of organizing and promoting the initial work of the Forum.
5. As a general rule, the Forum shall be convened at least once per year, in conjunction with a session of the Council.

6. The Forum shall normally meet at the seat of the Organization. If the Council decides to accept an invitation by a Member to hold a session in its territory, the Forum may also be held in that territory, in which case the additional costs involved for the Organization, above those incurred when the Forum is held at the seat of the Organization, shall be borne by the country hosting the session.

7. The findings of the Forum shall be reported to the Council and, upon approval, widely disseminated using a variety of tools and technologies and, where appropriate, mechanisms established in accordance with the provisions of Article 34 (Studies, surveys and reports) of the International Coffee Agreement 2007.

PRIVATE SECTOR CONSULTATIVE BOARD

TERMS OF REFERENCE

1. The Private Sector Consultative Board (hereinafter referred to as the PSCB) shall make recommendations on any consultations made by the Council and invite the Council to give consideration to matters including the following:
 - (a) increasing the value and volume of worldwide coffee consumption;
 - (b) positive communication on coffee;
 - (c) development of a sustainable coffee sector;
 - (d) food safety;
 - (e) coffee supply chain issues;
 - (f) quality; and
 - (g) World Coffee Conferences.
2. The PSCB shall consist of eight representatives of the private sector in exporting countries and eight representatives of the private sector in importing countries.
3. The PSCB members shall be representatives of associations or bodies designated by the Council every two coffee years, and may be re-appointed. The Council in so doing shall endeavour to designate:
 - (a) two private sector coffee associations or bodies from exporting countries or regions representing each of the four groups of coffee (Colombian Mild Arabicas; Other Mild Arabicas; Brazilian Natural Arabicas and Robustas), preferably representing both growers and exporters, together with one or more alternates for each representative; and
 - (b) eight private sector coffee associations or bodies from importing countries, whether Members or non-members, preferably representing both importers and roasters, together with one or more alternates for each representative.
4. Each member of the PSCB may designate one or more advisers.
5. The Executive Director shall be an ex-officio member.
6. The PSCB shall appoint a Chairman and a Vice-Chairman from among its members. These officers may be re-appointed.
7. The quorum required for a meeting of the PSCB shall be a simple majority of members from exporting associations and a simple majority of members from importing associations.
8. Non-members, relevant organizations and experts in coffee matters may participate at meetings upon the invitation of the PSCB.

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, 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.

PROMOTION AND MARKET DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. The Promotion and Market Development Committee (hereinafter called the Committee) shall advise and make recommendations to the Council on promotion of consumption and market development matters including:

- (a) market development plans, promotion of consumption and activities including information campaigns, research, quality improvement, capacity-building and studies related to coffee production and consumption;
- (b) coffee and health;
- (c) analysis of new proposals; and
- (d) arrangements for financing promotion and market development activities through voluntary contributions from Members, non-members, other organizations and the private sector.

2. 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.

3. 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.

FINANCE AND ADMINISTRATION COMMITTEE

TERMS OF REFERENCE

1. The Finance and Administration Committee (hereinafter called the Committee) shall consider all matters of a financial and/or administrative nature in the first instance before submitting its recommendations to the Council, including in particular, but not limited to:
 - i) the approval of the Administrative Budget;
 - ii) the approval of the Annual Accounts of the Organization; and
 - iii) the appointment of the auditors.

2. For each coffee year, the Council shall designate six representatives of exporting Members and four 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.

3. 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.

4. Meetings of the Committee shall not be open to observers.

STATISTICS COMMITTEE

TERMS OF REFERENCE

1. The Statistics Committee (hereinafter called the Committee) shall examine, evaluate and make recommendations to the Council on statistical matters, including:

- (i) Certificates of Origin;
- (ii) statistical information on world production, prices, exports, imports and re-exports, and distribution and consumption of coffee, including information on different market categories, coffee-based products, geographical areas, market structures, niche markets, customs duties, taxes, tariffs and non-tariff barriers;
- (iii) indicator prices;
- (iv) stocks and inventories;
- (v) compliance by Members in providing statistical information;
- (vi) technical assistance;
- (vii) evaluation of technical definitions;
- (viii) publications;
- (ix) electronic dissemination; and
- (x) liaison with other organizations, with a view to improving the statistical coverage of the ICO.

2. 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.

3. 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.