



Projects Committee  
1<sup>st</sup> Meeting  
30 March 2011  
London, United Kingdom

**Virtual Screening Subcommittee  
Draft decision**

**Terms of reference – Proposals for revision**

## **Background**

1. It is proposed that the Virtual Screening Committee (VSC) which was established under the 2001 Agreement could operate until such time as the Projects Committee has considered procedures for screening projects under the International Coffee Agreement (ICA) 2007. The VSC was chaired by the Executive Director under the ICA 2001 and composed as follows:

Exporting Members: Brazil, Côte d'Ivoire, Guatemala, Indonesia  
Importing Members: Germany, Italy, Spain, USA

2. The text of a draft decision establishing the Virtual Screening Subcommittee (VSS) under the ICA 2007 is given below:

*“The International Coffee Council notes the importance of the work of the Virtual Screening Committee (VSC) which has operated under the 2001 Agreement. It decides to establish instead a Virtual Screening Subcommittee (VSS) under the 2007 Agreement with the mandate of expediting and evaluating new project proposals for consideration by the Projects Committee, until such time as the Projects Committee submits its recommendations on procedures for submitting and approving projects. The Council also decides to approve the revised terms of reference for the VSS contained in document PJ-2/11.”*

3. Proposals for revisions to the terms of reference of the VSS are attached. The proposed revisions reflect the new structure of the ICA 2007.

## **Action**

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

## TERMS OF REFERENCE FOR THE VIRTUAL SCREENING ~~COMMITTEE~~ SUBCOMMITTEE

### Purpose

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

### Duration

2. The Virtual Screening ~~Committee~~ **Subcommittee** shall be a standing ~~committee~~ **subcommittee** of the Organization.

### Office holders

3. The Executive Director of the ICO shall act as ~~Chairperson~~ **Chairman** of the ~~Committee~~ **Subcommittee**.

### Composition

4. The ~~Committee~~ **Subcommittee** shall be composed of representatives of exporting Members and importing Members nominated by ~~the Spokespersons for the Producers and Consumers or 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 ~~VSC~~ **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 ~~Committee~~ **Subcommittee** will operate by email (projects@ico.org).

7. The ~~Committee~~ **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 ~~Committee~~ **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 ~~Chairperson~~ **Chairman** of the ~~Committee~~ **Subcommittee** will report to the ~~Executive Board~~ **Projects Committee**.

### **Assessment of proposals**

10. The ~~Committee~~ **Subcommittee** 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~~ **Subcommittee** can be downloaded from the ICO Website, [www.ico.org](http://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).

References to the Executive Board have been deleted in the light of the new structure of the ICA 2007.

**Bold** indicates new wording proposed for inclusion in the terms of reference

~~Strikethrough~~ indicates text which it is suggested could be deleted.