

COVER NOTE

Terms of reference of the Consultative Committee of the ITC Trust Fund

In order to operationalise the ITC Trust Fund, the Terms of Reference of the Consultative Committee have been updated and are attached. Minimal changes have been introduced to reflect the name of the Committee as the Consultative Committee of the ITC Trust Fund and to reflect the practical operations of the Committee as currently conducted.



Terms of reference of the Consultative Committee of the ITC Trust Fund

Based on the agreement by the Joint Advisory Group (JAG) at its forty-first session in December 2007 to set up a new ITC Trust Fund as of 1 January 2008 in parallel to the Global Trust Fund (GTF) which is to be in existence until 31 December 2009 and in light of the new role of the Consultative Committee on the Global Trust Fund as of 1 January 2010, the Consultative Committee of the ITC Trust Fund (referred to as the “Consultative Committee”, the “Committee” or the “CCITF”) has defined its role and working procedures, as follows:

I. Role of the Committee

1. The Committee reviews the utilization of the funds made available through the ITC Trust Fund, taking into account the objectives, strategies and priority areas of development of recipient countries, as well as recommendations made by the JAG on broad aspects of ITC’s technical cooperation programme, including established priorities.
2. The Committee reviews the general orientation of the use of available funds, notably on the basis of discussions with the ITC Secretariat and referencing ITC’s Strategic Plan, the Consolidated Programme Document (CPD) and the ITC Annual Report. The Committee eventually takes note of the report by the ITC Secretariat on the actual use of the fund, and makes recommendations for future reorientation or comments for consideration by JAG, if deemed appropriate.
3. The Committee reviews periodically the progress made in the implementation of programmes financed by the ITC Trust Fund, from the standpoint of general orientations and anticipated results. While the Committee does not get involved in the micro-management of those programmes, it agrees jointly with the ITC Secretariat on monitoring and evaluation mechanisms which address particularly the issues of relevance, effectiveness, efficiency, capacity-building and sustainability.

II. Working procedures

1. The Committee will be known as the Consultative Committee of the ITC Trust Fund.
2. The Consultative Committee’s composition is contained in the annex. The Committee may decide on alterations to its composition.

3. Any country may request the Committee for observer status
4. The Executive Director of ITC chairs the Committee.
5. The Chairperson convenes and presides over the meetings of the Committee. A report on the Committee's work is transmitted to the annual session of the JAG.
6. The Committee will meet at least twice a year, or more frequently when required.
7. The Committee reviews the following global financial statements and substantive reports submitted by the Secretariat:
 - a. Documentation as described in condition 13 of the "General conditions for the implementation of the ITC Trust Fund (ITF)".
 - b. Evaluation reports, in conformity with agreed evaluation procedures.
8. The Committee's decisions are taken by consensus.

26 November 2009

ANNEX
MEMBERSHIP OF THE CONSULTATIVE COMMITTEE

Members:

Canada	Nepal
China	The Netherlands
Cuba	New Zealand
Denmark	Nigeria
Finland	Norway
France	The Russian Federation
Germany	Sweden
India	Switzerland
Ireland	The United Kingdom
The Islamic Republic of Iran	Venezuela
Italy	
Madagascar	

Observers:

Algeria	The European Commission
Argentina	Japan
Austria	Malta
Belarus	Mexico
Belgium (Flemish government)	Pakistan
Brazil	Panama
Bulgaria	Peru
Cameroon	Romania
Chile	Slovenia
Egypt	Tunisia,
Ethiopia	Turkey
	United States of America.