

## **Terms of reference of the Consultative Committee of the Global Trust Fund**

Based on the *Proposal for setting up a Global Trust Fund* adopted by JAG at its 28th session, the Committee has defined its role and working procedures, as follows:

### **1. Role of the Committee**

- The Committee reviews proposals made by the ITC Secretariat on the utilization of the funds made available through the Global Trust Fund. Proposals can also originate from suggestions made by any member of the Committee, taking into account the objectives, strategies and priority areas of development of recipient countries, as well as recommendations made by JAG on broad aspects of ITC's technical cooperation programme, including established priorities.

Regarding the **first window**, the Committee takes a position on the general orientations of the use of available funds. The Committee eventually takes note of the report by the Secretariat on the actual use of the fund, and makes recommendations for future reorientation or comments for consideration by JAG, if deemed appropriate.

Regarding the **second window**, the Committee advises on the types, themes and general orientation of special programmes, notably on the basis of "programme framework" papers submitted by the Secretariat. The Committee may constitute *ad hoc programme management subcommittees*, with their own chairmanship, to provide guidance on the formulation and follow the progress of the respective programmes.

- The Committee reviews periodically the progress made in the implementation of programmes financed by the Global 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.

### **2. Working procedures**

- Members of the Consultative Committee are nominated for a period of one year, normally corresponding to the period between annual JAG sessions. The Committee nominates its Chairperson for the same period.
- The Chairperson convenes and presides over the meetings of the Committee. S/he reports on the Committee's work in his/her own capacity to the annual session of the JAG.
- Once the Committee's role and working procedures have been agreed upon, the Committee will meet once every three months, or when required.
- The Committee reviews the following substantive reports submitted by the Secretariat:

- Six-monthly reports on the programmes and activities financed from both windows of the Global Trust Fund, in conformity with agreed monitoring procedures;
- Evaluation reports, in conformity with agreed evaluation procedures.

Ad hoc Programme Management Subcommittees review a biannual Progress Report, an Annual Performance Report and a Terminal Report for each of the special programmes financed from the second window.

The Consultative Committee will also review financial statements and reports, as foreseen by the "General Conditions" for the implementation of the Global Trust Fund. It will review the Chairperson's draft report to JAG on the work of the Committee.

- The Committee's decisions are taken by consensus.

In light of the proviso made in the *Proposal for setting up a Global Trust Fund* (para. 10) for the assessment of the proposed arrangements on the Global Trust Fund after the first year of its operation, the Committee's role and working procedures may be reviewed at the 29th session of JAG.