



**INTERNATIONAL
COFFEE
ORGANIZATION**

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**Routine Programme of Activities for the
Organization – 2014/15**

Background

1. This document contains the draft routine Programme of Activities for the Organization for coffee year 2014/15 under the 2007 Agreement. The main programme is contained in document [WP-Council 242/13 Rev. 1](#).
2. As requested by Members in March 2014, it has been revised to include outputs and measurable indicators. Resources for all activities are regular unless otherwise stated.

Action

The Council is requested to consider this document.

LIST OF ACRONYMS USED IN THIS DOCUMENT

AFCA	African Fine Coffees Association
CQP	Coffee Quality-Improvement Programme
ICA	International Coffee Agreement
ICO	International Coffee Organization
LDCs	least developed countries
MOU	Memorandum of Understanding
PEA	Project Executing Agency

ROUTINE ACTIVITIES
PROGRAMME OF ACTIVITIES FOR THE ORGANIZATION – 2014/15

SECTION	STRATEGIC GOALS AND ACTIONS	2014/15 (PLANNED ACTIVITIES)
1. FORUM FOR THE DEVELOPMENT OF POLICIES AND SOLUTIONS TO STRENGTHEN THE GLOBAL COFFEE SECTOR		
Economics	1. To investigate and promote means for achieving equilibrium between supply and demand, as well as fair prices for both producers and consumers	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Monthly coffee market reports on global production and consumption trends • Presentations, discussions and recommendations by Members on this topic • Encouraging Members to promote domestic coffee consumption as well as production <p>Expected outputs:</p> <ul style="list-style-type: none"> • Reports and presentations on production and consumption trends • Recommendations incorporated in updates of the Action Plan and relevant policy documents • Improved equilibrium between supply and demand <p>Indicators:</p> <ul style="list-style-type: none"> • Number of reports or presentations • Updated Action Plan and relevant documents • Number of recommendations • Data on global coffee sector
2. TRANSPARENCY OF THE COFFEE MARKET		
Economics	2. To take into account actions related to Article 24 (Removal of obstacles to trade and consumption) in implementing the ICA 2007, including preparing periodical surveys on the effects of tariffs, non-tariff barriers and indirect taxes on coffee consumption and trade	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Preparation of report on obstacles to trade and consumption <p>Expected outputs:</p> <ul style="list-style-type: none"> • Updated information on tariffs, non-tariff barriers and indirect taxes on coffee consumption and trade <p>Indicators:</p> <ul style="list-style-type: none"> • Number of reports • Number of countries providing information on tariffs, non-tariff barriers and indirect taxes on coffee consumption and trade
Operations	3. To submit to the Council periodic reports on compliance with Article 27 (Mixtures and substitutes) of the ICA 2007	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Preparation of report on mixtures and substitutes <p>Expected outputs:</p> <ul style="list-style-type: none"> • Report presented to the Council <p>Indicators:</p> <ul style="list-style-type: none"> • Number of countries providing information on mixtures and substitutes

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Statistics	4. To review and revise, as appropriate, statistical matters related to the ICA 2007, including the Rules on Statistics, the system of indicator prices and conversion factors for types of coffee	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Reviewing the weighting of each group of coffee in the calculation of the ICO composite indicator price and revising as needed • Reassessing conversion factors for roasted, decaffeinated, liquid and soluble coffee in the light of recommendations by the Statistics Committee in September 2014 <p>Expected outputs:</p> <ul style="list-style-type: none"> • Updated weightings of indicator prices • Updated conversion factors for roasted, decaffeinated, liquid and soluble coffee <p>Indicators:</p> <ul style="list-style-type: none"> • Monthly prices document • Daily posting of indicator prices on the website
Operations/ Statistics	5. To promote private-public partnerships to enhance the transparency and reliability of coffee statistics	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Search for alternative sources of statistics with a view to improving ICO statistical data and broadening coverage of the coffee market • Evaluation of use of DVD providing guidance on compliance with Statistical Rules <p>Expected outputs:</p> <ul style="list-style-type: none"> • Reliable sources of statistics established • Enhanced statistical coverage of the world coffee market • Improved compliance with ICO Statistical Rules • ICO becomes the industry standard for coffee statistics <p>Indicators:</p> <ul style="list-style-type: none"> • Downloads of DVD from website • Number of countries using DVD • Statistical data processed • Number of countries providing timely and accurate data

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3. COMMUNICATIONS, PUBLIC OUTREACH AND DISSEMINATION OF KNOWLEDGE		
Economics	6. To enhance the viability and execution of projects that benefit Members and the world coffee economy by defining coffee development strategies, monitoring project proposals submitted to relevant donors and supervising their implementation	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Updating ICO procedures for projects in line with priorities of donors • Updating the ICO coffee development strategy as needed • Submission of ICC endorsed project proposals to CFC and other potential donors • Monitoring and supervising the implementation of project proposals funded by donors <p>Expected outputs:</p> <ul style="list-style-type: none"> • Updated project procedures in line with priorities of institutional partners • Updated coffee development strategy • Consideration of project proposals by donors • Effective implementation of coffee development projects <p>Indicators:</p> <ul style="list-style-type: none"> • Number of revised documents relevant to ICO procedures for the projects cycle • Number of new projects approved and funded • Evaluation reports on concluded projects
Executive Director/ Economics	7. To seek finance for projects and other activities, such as training courses, that benefit Members and the world coffee economy	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • See Activity 9 – WP-Council 242/13 Rev. 1

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Economics	8. To strengthen country ownership of projects and encourage the capacity-building of local communities and small-scale farmers	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Jointly define new proposals with beneficiary countries • Disseminate results of successful CFC/ICO projects to other countries for replication • Coordination with Governments and collaborating agencies to disseminate and expand project results • Continuing inclusion of capacity-building of local communities and small-scale farmers in all coffee development projects (see Activity 6) <p>Expected outputs:</p> <ul style="list-style-type: none"> • Strengthened country ownership of projects • Publication of documents on project results together with coffee authorities (where possible in local languages) • Wide dissemination of project results • Enhanced country ownership and capacity-building <p>Resources: Regular and voluntary contributions</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of reports/materials on project outcomes • Number of projects with expanded activities in beneficiary countries/replicated in other countries • Number of countries/producers that benefitted from ICO projects • Use of ICO website

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Economics	<p>9. To encourage greater voluntary technology transfer and technical cooperation, so as to enhance remuneration to producers</p>	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Encouraging exchanges of information among Member countries on results obtained from successful implemented projects including development of a summary publication of lessons learned from ICO projects • Strengthening the dissemination of project results to Members via dedicated seminars, round tables and workshops in partnership with existing relevant training/programmes on coffee • Investigation of the use of new technology to enhance access to information • Cooperation with the ABC within the MOU framework <p>Expected outputs:</p> <ul style="list-style-type: none"> • Display of results obtained, and ways to reach them, during the final workshops of each project, and on websites of the ICO and local institutions • Successful project outcomes conveyed to Members more effectively • Cooperation initiated on coffee technology discussion/cooperation with specialized agencies <p>Resources: Regular and donor contributions</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of technology transfer activities promoted by projects implemented • Number of attendees at seminars, round tables and workshops on projects dissemination on technology transfer • Number of projects derived from technologies replicated in producing Member countries • Usage of websites of the ICO and local institutions • Number of activities carried out within the ABC and the ICO MOU framework

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Economics/ Information	10. To promote scientific research and development throughout the coffee chain, including alternative uses for low-quality coffee and by-products of coffee processing, and enhancing existing coffee varieties	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Reporting on scientific research and project outcomes • Investigating additional sources of funding for basic research projects in the pipeline (see Activity 9 – WP-Council 242/13 Rev. 1) • Continuation of cooperation and exchange of information with ASIC and other relevant institutions • Establish a database on coffee scientists and experts • See also Activity 9 above • Collaborating with existing coffee research programmes and efforts to support them <p>Expected outputs:</p> <ul style="list-style-type: none"> • Dissemination of information on scientific research and relevant ICO project activities • Sources of finance identified for research projects in the pipeline • Enhanced cooperation and exchange of information on scientific research with other institutions • Database of scientists and experts available for consultation by Members <p>Indicators:</p> <ul style="list-style-type: none"> • Number of potential donors considering basic research projects/amount of funding secured • Number of reports and presentations • Number of relevant specialized conferences and meetings attended • Usage of ICO website
Economics	11. To develop the role of the ICO as Project Executing Agency in appropriate cases	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Consideration of the role of the ICO as a PEA for coffee development projects on a case by case basis as appropriate • Implement recommendations by Members after reviewing added value of role as PEA <p>Expected outputs:</p> <ul style="list-style-type: none"> • Clear procedures for the project cycle in a new framework with implementation coordinated by the ICO <p>Resources: Percentage share of total project cost</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of projects successfully implemented under the direct coordination of the ICO as PEA

SECTION	STRATEGIC GOALS AND ACTIONS	2014/15 (PLANNED ACTIVITIES)
4. SUSTAINABLE COFFEE SECTOR		
Economics/ Information	12. To disseminate information about economic, environmental and social sustainability, sustainable techniques and practices, and the efficient use of environmental resources throughout the coffee supply chain, including performance indicators and appropriate organizational structures	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Improvement of information on best practices along the supply chain (including existing certification guidelines) • Continue monitoring implementation and disseminating the results of projects including 'Building capacity in coffee certification and verification for specialty coffee farmers in AFCA countries' • Collection and dissemination of information on sustainability and its implications for the world coffee sector • Presentations on sustainability issues to Members • Participation in seminars/workshops on sustainable coffee economy <p>Expected outputs:</p> <ul style="list-style-type: none"> • Reports and presentations to the Council and disseminated on the website • Enhanced information and increased awareness about the challenges of adapting to a more sustainable coffee economy, sustainable issues and sustainable practices • Editing and publication of documents on project results • Sharing of lessons learned from projects currently being implemented and concluded projects that successfully addressed environmental and social issues by Member countries that have participated in ICO projects, with other countries <p>Indicators:</p> <ul style="list-style-type: none"> • Number of presentations and reports • Usage of ICO website • Number of seminars/workshops attended • Number and value of activities promoted by Member countries to address environmental and social issues • Number of Member countries that have organized activities to minimize gender-based disparity in the coffee sector
Economics	13. To seek finance for, evaluate and give feedback on project proposals aimed at developing a sustainable coffee sector	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • See Activities 8 and 9 – WP-Council 242/13 Rev. 1

SECTION	STRATEGIC GOALS AND ACTIONS	2014/15 (PLANNED ACTIVITIES)
Economics	14. To improve understanding of market structures, including methods of financing stocks and providing wider access to credit and risk management instruments in producer countries and appropriate for smallholders	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Inclusion, where appropriate, of risk management and credit access activities in projects sponsored by the ICO • Monitoring implementation of relevant projects, including the ‘Sustainable Credit Guarantee Scheme to promote scaling up of enhanced processing practices in Ethiopia and Rwanda’ • Use of the Forum to promote the exchange of information and possible coordination of activities • Implementing recommendations from the Forum • Development of a strategy to engage private sector institutions with expertise such as banks, investment funds and trading companies to work with the ICO on advancing finance and risk management issues • Disseminating the World Bank/ICO study on risk management in the coffee sector <p>Expected outputs:</p> <ul style="list-style-type: none"> • Expanded knowledge of finance and risk management instruments • Strategy developed and partnerships established with financing and trading organizations • Improved access to credit and risk management tools • Reports and presentations on project implementation facilitating replication of project in other countries <p>Resources: Regular and donor contributions to relevant coffee projects</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of relevant projects successfully concluded and replicated • Number of presentations/reports disseminated • Number of private sector institutions working with the ICO on advancing finance and risk management issues • Use of ICO website
Operations	15. To disseminate, in conjunction with the private sector, information about issues related to coffee and health	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • See Activity 13 – WP-Council 242/13 Rev. 1

SECTION	STRATEGIC GOALS AND ACTIONS	2014/15 (PLANNED ACTIVITIES)
Operations/ Statistics	16. To encourage quality assurance measures, including the implementation of quality standards for exported coffee (as provided for in Resolution 420)	<p>Planned activities in 2014/15:</p> <ul style="list-style-type: none"> • Enhancing cooperation with the Coffee Quality Institute and other relevant organizations through disseminating and sharing information on quality • Updated report on national quality standards • Implement recommendations on CQP following discussions by Members in September 2014 • See Activity 4 – WP-Council 242/13 Rev. 1 <p>Expected outputs:</p> <ul style="list-style-type: none"> • Information on quality and national standards widely disseminated • Enhanced participation in the CQP • Quality of coffee improved <p>Indicators:</p> <ul style="list-style-type: none"> • Number of reports disseminated • Number of countries implementing national quality standards • Number of countries implementing the CQP • Grading results for Arabica and Robusta