



**Training on the use of the Coffee Market
development Toolkit**

1. The Executive Director hopes this finds you well and wishes to inform Members, observers, and members of the Private Sector Consultative Board that the development of the toolkit has been completed. The Toolkit is built on the existing ICO Step-by-Step Guide to Promote Coffee Consumption in Producing Countries and provides actionable information on the tasks to be undertaken to increase domestic demand for coffee. It will therefore facilitate expansion of domestic consumption in coffee-producing countries and global demand for coffee, based on learnings from the implementation of the Step-by-Step Guide and changes in technology and methods of communication.
2. As the design of the toolkit has now been completed the next phase is the provision of training sessions on its use. There will be individual sessions for training in the use of the toolkit in English, French, Portuguese and Spanish from Wednesday 15 June to Wednesday 22 June. The training programme which includes dates, time, meeting ID and the link to join the training session is attached. Members are kindly requested to nominate a representative to join the training sessions, in their chosen language, on the use of the toolkit.
3. For further information, please contact the Chief Economist, Denis Seudieu at seudieu@ico.org.

**ICO COFFEE MARKET DEVELOPMENT TOOLKIT
TRAINING PROGRAMME JUNE 2022**

TRAINING DATES	PARTICIPANTS/ REGIONS / COUNTRIES	PARTICIPANTS' TIME ZONES	LANGUAGE/ INTERPRETATION	
Mon 13 June	ICO SENIOR TEAM	18:00	English	Topic: ICO Training (SENIOR TEAM) Join Zoom Meeting https://us02web.zoom.us/j/82967663678 Meeting ID: 829 6766 3678
Wed 15 June	AFRICA-ENGLISH	14:00	English	Topic: ICO Training (AFRICA - English Speaking) Join Zoom Meeting https://us02web.zoom.us/j/89782468359 Meeting ID: 897 8246 8359
Thurs 16 June	ICO (IT&COMMUNICATION)	18:00	English	Topic: ICO Training IT & Communications Join Zoom Meeting https://us02web.zoom.us/j/86947479753 Meeting ID: 869 4747 9753
Thurs 16 June	ASIA & OCEANIA	09:00	English	Topic: ICO Training (ASIA & OCEANIC) Join Zoom Meeting https://us02web.zoom.us/j/86308225538 Meeting ID: 822 1291 7646
Mon 20 June	CENTRAL AMERICA & MEXICO, BOLIVIA-COLOMBIA ECUADOR / PERU / VENEZUELA	16:00	Spanish	Topic: ICO Training (Central America, Mexico, Bolivia, Colombia, Ecuador, Peru, Venezuela) Join Zoom Meeting https://us02web.zoom.us/j/89469251526
Tues 21 June	BRAZIL ANGOLA TIMOR-LESTE	10:00 14:00 21:00	Portuguese	Topic: ICO Training (Brazil & Angola) Join Zoom Meeting https://us02web.zoom.us/j/87613599352 Meeting ID: 876 1359 9352
Wed 22 June	AFRICA-FRENCH	14:00	French	Topic: ICO Training (Africa - French Speaking) Join Zoom Meeting https://us02web.zoom.us/j/82179046196 Meeting ID: 821 7904 6196