

International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café

Organisation Internationale du Café

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Rules on Statistics

Statistical Reports

STATISTICAL REPORTS

(APPROVED BY THE INTERNATIONAL COFFEE COUNCIL ON 23 MAY 2003)

FOREWORD

The Rules on Statistics – Statistical Reports contained in this document were approved by the International Coffee Council at its Eighty-eighth Session on 23 May 2003. They supersede the Rules for Statistical Reports contained in document EB-3510/94.



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RULES ON STATISTICS

STATISTICAL REPORTS

- 1. Exporting Members should note that:
 - (a) information on volume and value(s) of exports by form of coffee (and by type, where applicable) and by country of destination shall continue to be supplied monthly together with prices paid to growers;
 - (b) the following information shall be supplied quarterly: estimates of production and domestic consumption;
 - (c) information on the estimated level of stocks at the end of the crop year shall be supplied annually; and,
 - (d) information on taxes and duties, laws and regulations of coffee exports are to be provided when revisions take place in the country.
- 2. Importing Members should note that:
 - (a) information on volume and value(s) of imports and re-exports by form of coffee and by country of origin/destination shall continue to be supplied monthly together with retail market prices and wholesale market prices (if available);
 - (b) information on roastings shall be supplied where available;
 - (c) information on inventories shall be provided at the end of each calendar year as at 31 December; and,
 - (d) information on taxes and duties, laws and regulations of coffee imports/ re-exports are to be provided when revisions take place in the country.
- 3. In order that a trade statistical document may be issued each month showing the volume of exports, imports and re-exports in the preceding month:
 - (a) <u>exporting Members</u> are requested to send to the Organization by email or fax, not later than **30 days** after the close of each month, information on total exports in the previous month. If final figures are not available, provisional figures or estimates may be provided. Those exporting Members producing and exporting both types of coffee are requested to provide, to the extent possible, an estimated breakdown of their exports by type; and
 - (b) <u>importing Members</u> are requested to send complete reports to the Organization by email or fax not later than **60 days** after the close of each month.

- 4. All Members are requested to send their monthly statistical reports using spreadsheets (Microsoft Excel or compatible file format) whenever possible. Annexes I-A and I-B (for exporting Members) and Annexes II-A, II-B and II-C (for importing Members) show the file format specifications for these reports. Alternative arrangements can be made with Members who may be unable to comply with the format requested. The Organization shall endeavour to provide any assistance on requests received from Members on this matter.
- 5. Whenever changes or revisions in the current level of taxes and duties on coffee exports/imports, or to the laws and regulations of coffee exports/imports in the country, Members are requested to inform the Organization of these changes/revisions, by fax or email, as soon as possible in order that the relevant information is kept up to date.

INSTRUCTIONS FOR MONTHLY REPORTS

- 1. Monthly reports are to be completed by each exporting and importing Member as soon as possible after the end of each month and should be emailed to the Organization (to stats@ico.org). Members who still do not have email/Internet facilities are requested to send their reports by fax (+44 (0) 20 7580 6129).
- 2. Spreadsheet file formats, or compatible, are attached at Annexes I-A and I-B for exporting Members and Annexes II-A and II-B for importing Members. <u>Please note that for each row entry listed in the report **compulsory** information is to be entered in all columns.</u>
- 3. Whenever possible, volumes should be reported in net weight (kg or lb), and in the case of processed coffee the net weight reported should not be converted into green bean equivalent. If this is not possible it is most important to specify any other unit of weight used. The f.o.b. or c.i.f. values should be stated in national currency and/or in US dollars. All figures should be for **actual** exports or imports and not for authorizations or licences issued.
- 4. If coffee is exported or imported in a form other than green, roasted or soluble, the necessary notation(s) should be made in an additional column in the file to be transmitted see definitions in paragraph (1) of Article 2 of the 2001 Agreement.
- 5. Relating to volume and value(s) of coffee exported/imported, list each country of destination/origin for each form of coffee (green, roasted, soluble or other coffee) by name and by ICO country code see Annex III for complete list of all countries and their respective codes.
- 6. Volumes of processed coffee reported should be expressed in **NET WEIGHT**, **not in terms of green bean equivalent (GBE).**
- 7. Exporting Members are requested to ensure that the monthly information on exports is based on the Certificates of Origin issued for the month covered by the report. Furthermore, those exporting Members who produce both Arabica and Robusta coffees are reminded to ensure that the correct type of coffee is entered in the appropriate column.
- 8. If there are corrections to be made to figures for previous months, these should be in a separate file or spreadsheet. Members are requested to send a short text message containing the relevant explanation to this effect whether the revision in volume or value(s) to a particular destination is to replace or in addition to an existing one sent previously.

- 9. Information on prices paid to growers is to be sent by <u>exporting Members</u> in national currency where the unit of weight and form of coffee in which the coffee is purchased is clearly indicated. Those exporting Members producing both types of coffee should indicate both prices separately. In addition, exporting Members processing coffee using different methods (dry and wet) should, whenever possible, also indicate both prices separately.
- 10. <u>Importing Members</u> are to send information on domestic coffee prices which refers to the representative retail prices and wholesale prices (when available) in national currency for roasted and/or soluble coffee, where, in each case, the unit of weight used is specified. Similar information should also be provided by exporting Members, where available.

INSTRUCTIONS

FOR QUARTERLY AND ANNUAL INFORMATION

1. Quarterly and annual data are to be sent as soon as possible after the end of each calendar or crop year or quarter, as relevant, but not later than **60 days** thereafter, and should be forwarded to the Organization by email (to stats@ico.org) or fax (+44 (0) 20 7580 6129).

2. Exporting Members should note that:

- (a) estimates of production and domestic consumption are required for the current crop year and also for the following crop year. These estimates should be revised as necessary from quarter to quarter. Exporting Members producing more than one type of coffee should also provide a breakdown of production and domestic consumption by type;
- (b) estimated stocks at the end of each crop year refers to stocks of green coffee held in exporting Member countries for export and domestic consumption other than coffee already purchased for consumption by retailers, hotels, restaurants, etc. Those Members producing more than one type of coffee should also provide a breakdown of the stocks held by type;
- (c) market prices, if available, refers to the representative retail market prices in national currency of roasted and/or soluble coffee specifying the unit of weight used; and
- (d) the Organization should be notified of any changes to taxes and duties on exports of coffee which have been made during the quarter/year under report. In addition, a separate message should be sent regarding any revision of the relevant laws and regulations pertaining to production, consumption, exports and imports (where applicable) of coffee which has occurred in the quarter or year.

3. Importing Members should note that:

- (a) information on roastings, where available, refers to the amount of net weight of green coffee which has been roasted in the country during the period covered by the report. If precise figures are not available estimates should be provided;
- (b) information on inventories refers to stocks of green coffee held by importers and roasters, including stocks in free ports where such exist, on the last day of the **calendar year** plus stocks of processed coffee on hand and not yet purchased for consumption by retailers, hotels, restaurants, etc.; and

(c) the Organization should be notified of any changes to taxes and duties on imports of coffee which have been made during the quarter/year under report. In addition, a separate message should be sent regarding any revision of the relevant laws and regulations pertaining to consumption, imports and re-exports of coffee which has occurred in the year.

STATISTICAL INFORMATION TO BE SENT BY EMAIL OR BY FAX

I. Monthly information (to be emailed/faxed within 30 days of the close of the month):

a. Provisional volume of total expo	60-kg bags	
Type of coffee*:	() % Arabica	() % Robusta
Method of processing**:	() % Dry	() % Wet
	() % Wet	() % Dry
* For those exporting Members producin ** For those exporting Members processi	6 51	
b. Average price paid to growers*	in the previous month:	

II. Quarterly information

Preliminary estimate for crop year/						
Total production*	Exportable production					
() % Arabica	() % Arabica					
() % Robusta	() % Robusta					

Note: Please specify unit used

III. Annual information at the end of each crop year (000 of 60-kg bags)

Estimated gross closing stocks						
as at						
	Arabica coffee	Robusta coffee				
Total stocks held (a) + (b) 1/						
a. Stocks of green coffee i. Public 2/ ii. Private						
b. Stocks of processed coffee 3/ i. Public 2/ ii. Private						

^{*} in national currency per unit purchased (please specify) and with a breakdown between Arabica and Robusta for those countries producing both types of coffee

^{1/} Stocks held by roasters, exporters, central marketing and regulating organizations and cooperatives

^{2/} Stocks held by the Government or government controlled agencies/bodies

^{3/} in GBE. Please use the following conversion factors: 1.19 for roasted coffee and 2.6 for soluble coffee

Exporting Members

Month	year of expo	rts:					Export	ing Members
	ountry of			Form of	Type of			Other
	stination	Volume	Unit of	coffee	coffee*		ue**	relevant
ICO code	Name	(net weight)	weight	(G/R/S)	(A/R)	national currency	US\$	information
	coffee only	-: LICC h -4h :6-						
		r in US\$; or both, if p		(wet/dry I	D/W); Deca	affeinated or Organic (l	Df/Org)	
SUMMAI	RY							
Total	Green (G)							
	Roasted (R)							
	Soluble (S)							
Total	Arabica (A)							
-	Robusta (R)							

STATISTICAL INFORMATION TO BE SENT BY EMAIL OR BY FAX

I. Monthly information on prices

a. Roasted o	coffee			
	Ret	tail	Who	lesale
Month/year	amount/currency	unit of weight	amount/currency	unit of weight
b. Soluble c	offee			
	Ret	tail	Who	lesale
Month/year	amount/currency	unit of weight	amount/currency	unit of weight

II. Inventories (at the end of period - please specify period)

As at	Volume	Unit of weight
a. Green coffee		_
a.1 for domestic consumption or re-export		
a.2 in free ports		
Total (a1+a2)		
b. Processed coffee (if available)		_
b1. Roasted coffee		
b2. Other (specify)		
Total (b1+b2)		

III. Information on roastings of green coffee at the end of period (where available):

As at	Volume	Unit of weight
Total (a+b)		
If possible, please specify:		
a. For roasted coffee		
b. For soluble coffee		

Month/year of i	imports				11	nporting Membe
Monun/year of i	imports:					
	Coun	try of				
	ori	gin	Unit of	Volume		ue**
HS code	Code*	Name	weight	(net weight)	national currency	US\$
please specify; ICO				etails		
** either in national c	currency or in US\$; or both, if pref	erred			
SUMMARY (if av						
	HS code					
Green coffee:	09011100					
	09011200					
D 4 - 1 - 00	00012100					
Roasted coffee:	09012100					
	09012200					
Soluble coffee:	21011111					
Soluble coffee:	21011111					
	21011119					
	21011292 21011298					
	41011498					

Month/year of 1	re-exnorts					mporting Membe
ivionim year of t	c-caput is.					
		ntry of nation	Unit of	Volume	Valu	ıe**
HS code	Code*	Name	weight	(net weight)	national currency	US\$
* please specify; ICO				letails		
** either in national c	currency or in US	\$; or both, if pre	ferred			
SUMMARY (if ava	ailabla)					
SUIVIIVIANI (II AV	HS code					
Green coffee:	09011100					
	09011200					
Roasted coffee:	09012100					
	09012200					
Soluble coffee:	21011111					
	21011119					
	21011292					
	21011298					

List of ICO country codes			List of ICO country codes			
<u> </u>	(country code order)	-	2.55	(alphabetical order)	Γ.	
_	Bolivia Brazil	E		Abu Dhabi	I	
	Colombia	E		Afghanistan Ajman	I	
_	Congo, Dem. Rep. of	E		Albania	I	
	Costa Rica	E		Algeria	I	
	Cuba	E		American Samoa	I	
	Dominican Republic	E		Andorra	I	
	Ecuador	E		Angola	E	
	El Salvador	E		Anguilla	I	
10	Ethiopia	E		Antigua and Barbuda	I	
11	Guatemala	E	50	Argentina	I	
12	Haiti	E	266	Armenia	I	
13	Honduras	E	197	Aruba	I	
	India	E		Australia	I	
	Indonesia	E		Austria	I	
	Mexico	E		Azerbaijan	I	
	Nicaragua	E		Azores and Madeira	I	
	Nigeria	E		Bahamas	I	
	Cameroon	E		Bahrain	I	
	Central African Rep. Congo, Rep. of	E E		Bangladesh Barbados	I	
	Congo, Rep. of Benin	E		Belarus	I	
	Gabon	E		Belgium	I	
	Cote d'Ivoire	E		Belize	I	
	Madagascar	E		Benin	E	
	Togo	E		Bermuda	I	
	Burundi	E		Bhutan	I	
28	Rwanda	E	1	Bolivia	E	
29	Panama	E	190	Bonaire	I	
30	Peru	E	287	Bosnia and Herzegovina	I	
	Portugal	I	78	Botswana	I	
32	Sierra leone	E		Brazil	E	
	Tanzania	E		Brunei Darussalam	I	
	Trinidad and Tobago	E		Bulgaria	I	
	Uganda	E		Burkina Faso	I	
	Venezuela	E		Burundi	E	
	Kenya	E		Cambodia	I	
	Ghana Zimbabwe	E E		Cameroon Canada	E I	
				Canada Cape Verde		
	Germany Estonia	I		Caroline Islands	I	
	Latvia	I		Cayman Islands	I	
	Hong Kong	I		Central African Rep.	E	
	China	I		Ceuta Ceuta	I	
	Macau	I		Chad	I	
	Lithuania	I		Chile	I	
	Eritrea	I		China	I	
46	Belgium	I	235	Christmas Island	I	
	Guyana	E		Cocos Islands	I	
	Argentina	I		Colombia	E	
	Australia	I		Comoros	I	
	Austria	I		Congo, Dem. Rep. of	E	
	Canada	I		Congo, Rep. of	E	
	Chile	I		Cook Islands	I	
	Denmark	I		Costa Rica	E	
	France Italy	I		Cote d'Ivoire Croatia	E I	
	Japan	1 I		Cuba	E	
	Netherlands	I		Curação	I	
	Norway	I		Cyprus	I	
	Spain	I		Czech Republic	I	
	Sweden	I		Denmark	I	
	Switzerland	I		Djibouti	I	
	Tunisia	I		Dominica	I	
66	Tumbia					
	United Kingdom	I		Dominican Republic	Е	

List of ICO country codes				List of ICO country codes			
(country code order)				(alphabetical order)			
	Finland	I		E.C. unspecified	I		
	Afghanistan	I		East Timor	E		
	Albania	I		Ecuador	E		
	Algeria	I		Egypt	I		
	Bahrain	I	-	El Salvador	E		
	Lesotho	I		Equatorial Guinea	E		
	Botswana	I		Eritrea	I		
	Bulgaria	I		Estonia	I		
	Myanmar	I		Ethiopia	E		
	Belarus Cambodia	I		Faeroe Islands Falkland Islands	I		
	0 00000	I		- *************************************	I		
	Sri Lanka	E		Fiji Finland	I		
	Chad Cyprus	I		France	I		
	Taiwan			French Guiana	_		
	Gibraltar	I		French Polynesia	I		
	Greece	I			I		
	Guinea	I		Fujairah Gabon	E		
	Hungary	I		Gambia Gambia	I		
	Iceland	I		Gaza Strip	I		
	Iran, Islamic Rep. of	I		Gaza Strip Georgia	I		
90	Iran, Islamic Rep. of	I		Georgia Germany	I		
	Iraq Ireland	I		Germany Ghana	E		
	Israel	I		Gibraltar	I		
	Jamaica	E		Greece	I		
	Jordan	I		Greenland	I		
	Korea, Democratic People's Republic of	I		Grenada	I		
	Korea, Republic of	I		Guadeloupe	I		
	Kuwait	I		Guam	I		
	Laos	E		Guatemala	E		
	Lebanon	I		Guinea	I		
	Liberia	E		Guinea-Bissau	I		
	Libyan Arab Jamahiriya	I		Guyana Guyana	E		
	Malawi	E		Haiti	E		
	Malaysia	I		Holy See	I		
	Mali	I		Honduras	E		
	Malta	I		Hong Kong	I		
	Mauritania	I		Hungary	I		
	Mongolia	I		Iceland	Ī		
-	Morocco	I		India	E		
	Oman	I		Indonesia	E		
	Nepal	I		Iran, Islamic Rep. of	I		
	Vanuatu	I		Iraq	I		
	Niger	I		Ireland	I		
	United Arab Emirates	I		Israel	I		
	Pakistan	I		Italy	I		
	Paraguay	E		Jamaica	E		
	Philippines	E		Japan	I		
	Poland	I		Jordan	I		
	Puerto Rico	I		Kazakhstan	I		
_	Qatar	I		Kenya	E		
	Russian Federation	I		Kiribati	I		
	Romania	I		Korea, Democratic People's Republic of	I		
	Saint Pierre & Miquelon	I		Korea, Republic of	I		
	Saudi Arabia	I		Kuwait	I		
	Senegal	I		Kyrgyzstan	I		
	Singapore	I		Laos	E		
	Somalia	I		Latvia	I		
	South Africa, Republic of	I		Lebanon	I		
1.34	Namibia	I		Leeward Islands (unspecified)	I		
				Lesotho	Ī		
135		I	/ /	Lesotho			
135 136	Sudan				_		
135 136 137	Sudan Swaziland	I I	107	Liberia	E		
135 136 137 138	Sudan Swaziland Syrian Arab Republic	I	107 108	Liberia Libyan Arab Jamahiriya	E		
135 136 137 138 139	Sudan Swaziland	I	107 108 199	Liberia	E		

List of ICO country codes (country code order)		List of ICO country codes (alphabetical order)			
142 Egypt	I	43 Macau			
143 Burkina Faso	I	289 Macedonia, former Yugoslav Rep. of			
144 Uruguay	I	25 Madagascar			
145 Vietnam	E	109 Malawi			
146 Yemen	E		-		
		110 Malaysia	_		
149 Zambia	E	214 Maldives			
155 Western Sahara	I	111 Mali			
158 Angola	E	112 Malta			
159 East Timor	E	182 Marshall Islands			
160 Mozambique	I	170 Martinique			
161 Sao Tome and Principe	I	113 Mauritania			
162 Cape Verde	I	208 Mauritius			
163 Guinea-Bissau	I	252 Mayotte			
165 Azores and Madeira	I	297 Melilla			
166 Papua New Guinea	E	16 Mexico			
167 Equatorial Guinea	E	183 Micronesia			
168 French Guiana	I	265 Moldova			
169 Guadeloupe	I	205 Monaco			
170 Martinique	I	114 Mongolia	\top		
171 Reunion	I	224 Montserrat	+		
172 Comoros	I	115 Morocco	+		
173 New Caledonia	I	160 Mozambique	+		
174 French Polynesia	I	80 Myanmar	+		
		135 Namibia	+		
175 Djibouti	I		+		
176 Cook Islands	I	239 Nauru	_		
177 Niue	I	117 Nepal			
178 Tokelau	I	61 Netherlands			
179 Ukraine	I	193 Netherlands Antilles			
182 Marshall Islands	I	173 New Caledonia			
183 Micronesia	I	70 New Zealand			
186 Tuvalu	I	17 Nicaragua			
190 Bonaire	I	119 Niger			
191 Curação	I	18 Nigeria			
192 Gaza Strip	I	177 Niue			
193 Netherlands Antilles	I	240 Norfolk Island	†		
194 Samoa	I	204 Northern Marianas	\dagger		
195 Belize	I	62 Norway	+		
196 Gambia	I	116 Oman	+		
197 Aruba	I	121 Pakistan	+		
			+		
198 Pitcairn	I	244 Palau	+		
199 Liechtenstein	I	29 Panama			
201 Faeroe Islands	I	166 Papua New Guinea			
202 Greenland	I	122 Paraguay			
203 Andorra	I	30 Peru			
204 Northern Marianas	I	123 Philippines			
205 Monaco	I	198 Pitcairn			
206 San Marino	I	124 Poland	_T		
207 Holy See	I	31 Portugal	T		
208 Mauritius	I	125 Puerto Rico	T		
209 Saint Helena	I	126 Qatar	十		
210 Seychelles	I	261 Ras al Khaimah	十		
211 Georgia	I	171 Reunion	十		
212 Bhutan	I	128 Romania	+		
213 Brunei Darussalam	I	127 Russian Federation	+		
214 Maldives	I	28 Rwanda	+		
216 Bahamas			+		
	I	294 Sabah	+		
217 Barbados	I	209 Saint Helena	4		
218 Cayman Islands	I	226 Saint Kitts and Nevis	4		
220 Falkland Islands	I	232 Saint Lucia	1		
221 Anguilla	I	129 Saint Pierre & Miquelon			
222 Antigua and Barbuda	I	233 Saint Vincent and the Grenadines			
223 Cocos Islands	I	194 Samoa	Ţ		
224 Montserrat	I	206 San Marino	T		
225 Svalbard and Jan Mayen Islands	I	161 Sao Tome and Principe	十		
226 Saint Kitts and Nevis	I	295 Sarawak	_		

List of ICO country codes		List of ICO country codes			
(country code order)		(alphabetical order)			
227 Virgin Islands (UK)	I	130 Saudi Arabia	I		
228 Virgin Islands (US)	I	131 Senegal	I		
229 Turks & Caicos Islands	I	291 Serbia and Montenegro	I		
230 Dominica	I	210 Seychelles	I		
231 Grenada	I	262 Sharjah	I		
232 Saint Lucia	I	32 Sierra leone	Е		
233 Saint Vincent and the Grenadines	I	132 Singapore	I		
234 American Samoa	I	300 Slovakia	I		
235 Christmas Island	I	292 Slovenia	I		
236 Fiji	I	242 Solomon Islands	I		
237 Kiribati	I	133 Somalia	I		
238 Guam	I	134 South Africa, Republic of	I		
239 Nauru	I	63 Spain	I		
240 Norfolk Island	I	83 Sri Lanka	E		
242 Solomon Islands	I	136 Sudan	I		
243 Tonga	I	139 Suriname	I		
244 Palau	I	225 Svalbard and Jan Mayen Islands	I		
245 Wallis & Futuna Islands	I	137 Swaziland	I		
246 Bermuda	I	64 Sweden	I		
247 Leeward Islands (unspecified)	I	65 Switzerland	I		
248 Windward Islands (unspecified)	I	138 Syrian Arab Republic	I		
250 E.C. unspecified	I	306 Tahiti	I		
251 Luxembourg	I	89 Taiwan	I		
252 Mayotte	I	285 Tajikistan	I		
254 Bangladesh	I	33 Tanzania	E		
257 Abu Dhabi	I	140 Thailand	E		
258 Ajman	I	26 Togo	E		
259 Dubai	I	178 Tokelau	I		
260 Fujairah	I	243 Tonga	I		
261 Ras al Khaimah	I	34 Trinidad and Tobago	E		
262 Sharjah	I	66 Tunisia	I		
263 Umm al Qaiwain	I	141 Turkey	I		
265 Moldova	I	286 Turkmenistan	I		
266 Armenia	I	229 Turks & Caicos Islands	I		
276 Azerbaijan	I	186 Tuvalu	I		
279 Kazakhstan	I	35 Uganda	E		
282 Uzbekistan	I	179 Ukraine	I		
283 Kyrgyzstan	I	263 Umm al Qaiwain	I		
285 Tajikistan	I	120 United Arab Emirates	I		
286 Turkmenistan	I	68 United Kingdom	I		
287 Bosnia and Herzegovina	I	369 United States of America	I		
288 Croatia	I	144 Uruguay	I		
289 Macedonia, former Yugoslav Rep. of	I	282 Uzbekistan	I		
291 Serbia and Montenegro	I	118 Vanuatu	I		
292 Slovenia	I	36 Venezuela	E		
294 Sabah	I	145 Vietnam	E		
295 Sarawak	I	227 Virgin Islands (UK)	I		
296 Ceuta	I	228 Virgin Islands (US)	I		
297 Melilla	I	245 Wallis & Futuna Islands	I		
299 Czech Republic	I	155 Western Sahara	I		
300 Slovakia	I	248 Windward Islands (unspecified)	I		
305 Caroline Islands	I	146 Yemen	E		
306 Tahiti	I	149 Zambia	E		
369 United States of America	I	39 Zimbabwe	E		