



INTERNATIONAL COFFEE ORGANIZATION  
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ  
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ  
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2120/11

25 August 2011  
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### ICO/IACO statistical training workshop

Nairobi, Kenya, 25 – 26 November 2011

1. The Executive Director a.i. presents his compliments and has the pleasure of informing African Members about an ICO/IACO workshop on coffee data collection, analysis, management, transmission and storage on Friday 25 and Saturday 26 November 2011, at the time of the General Assembly of the InterAfrican Coffee Organisation (IACO). The workshop is jointly organized by the ICO and IACO and will take place in Nairobi, Kenya. The training will be given concurrently in English and French by Ivan Carvalho, ICO Statistician, and Dr Kwaku Owusu Baah, Director of Economic Studies, IACO.
2. The objective of the workshop is to improve compliance by African Members with ICO and IACO statistical Rules and coffee data management in support of coffee sector policy formulation. A copy of the outline programme is attached.
3. There is a registration fee of US\$250 for each participant to help defray some of the costs of providing logistical support incurred by IACO. The training is open to Members of the ICO and IACO and representatives of private sector coffee trade associations in the African region. ICO and IACO Members are requested to disseminate information about the workshop to the coffee sectors within their countries.
4. Two participants from each country may attend. Participants should be technical staff responsible for coffee data collection and management in their countries, including preparing Certificates of Origin and all other coffee data for submission to IACO and ICO.

#### Registration

5. If you would like to attend, please complete and return the attached form by **31 October 2011** by post or email to:

Secretary-General  
InterAfrican Coffee Organisation (IACO),  
P.O. Box CT 2865, Accra, Ghana  
Email: [kwakobaah@yahoo.com](mailto:kwakobaah@yahoo.com)  
[bkwaku@iaco-oiac.org](mailto:bkwaku@iaco-oiac.org)

## OUTLINE PROGRAMME

### ICO/IACO TRAINING IN COFFEE DATA COLLECTION, ANALYSIS, MANAGEMENT, TRANSMISSION AND STORAGE

25 – 26 November 2011

#### Friday, 25 November

- 09:00 – 10:00 Registration
- 10:00 – 13:00 Introduction to ICO Rules on Statistics by Ivan Carvalho, Statistician, ICO
- Training on Rules on Statistics: Certificates of Origin (document ICC-102-9)
- 13:00 – 14:30 Lunch break
- 14:30 – 17:30 Training on Rules on Statistics: Statistical reports (document ICC-102-10)
- Discussions on statistics

#### Saturday 26 November

- 10:00 – 13:00
- Introduction to IACO coffee data needs by Dr Kwaku Owusu Baah, Director of Economic Studies, IACO
  - Methodological approach for data collection
  - Data analysis and presentation
- 13:00 – 14:30 Lunch break
- 14:30 – 17:30 Data submission and timelines



INTERNATIONAL COFFEE ORGANIZATION

22 Berners Street  
London W1T 3DD  
United Kingdom

**ICO/IACO STATISTICAL TRAINING WORKSHOP  
25 and 26 November 2011  
Nairobi, Kenya**

**ATTENDANCE FORM**

**I will/will not\*** attend the ICO/IACO statistical workshop on 25 and 26 November 2011 (a separate form should be completed for each participant).

Name of ICO/IACO Member country: .....

Name of Selected Participant: .....

Position: .....

Organization/company: .....

Phone: .....

Fax: .....

Email: .....

There is a registration fee of US\$250 to attend payable in cash, by cheque or by telegraphic transfer to Fidelity Bank Ghana Limited in Ghana with the following details:

Bank Name: Fidelity Bank Ghana Limited  
Bank Address: PMB 43, Cantonments, Accra, Ghana  
Bank Telephone: +233 (0) 302 21 44 90  
Account name: InterAfrican Coffee Organisation  
SWIFT: FBLIGHAC  
Account number: 105 102 194 8606

- ( ) *I enclose a registration fee of US\$250 (N.B. cheques must be payable to InterAfrican Coffee Organisation)*
- ( ) *I will pay the registration fee of US\$250 in cash at the workshop*
- ( ) *I will pay the registration fee of US\$250 by telegraphic transfer*

*\* Please delete as appropriate*

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InterAfrican Coffee Organisation (IACO),  
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