



ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ICC 102-10

E

RULES

RULES ON STATISTICS STATISTICAL REPORTS

APPROVED BY THE
INTERNATIONAL COFFEE COUNCIL ON 28 MARCH 2011

May 2011
London, United Kingdom

FOREWORD

The Rules on Statistics – *Statistical Reports* of the International Coffee Organization contained in this document were formally approved by the International Coffee Council at its 106th Session on 28 March 2011, following the entry into force of the International Coffee Agreement 2007 on 2 February 2011. They supersede the Rules on Statistics – *Statistical Reports* contained in document EB-3830/02.

CONTENTS

	<u>Page</u>
Definitions	1
Instructions for monthly reports	4
Instructions for quarterly and annual reports.....	6

Annex

Exporting Members:

- I-A Report on provisional exports, prices to growers and retail/wholesale prices
- I-B Monthly report: exports by destination
- I-C Monthly report: imports by origin
- I-D Quarterly and annual reports: production estimate; crop distribution; gross closing stocks; and area under coffee

Importing Members:

- II-A Monthly report: imports by origin
- II-B Monthly report: re-exports by destination
- II-C Monthly, quarterly and annual reports: retail and wholesale prices; roastings; and inventories

Exporting and importing countries:

- III List of destinations in alphabetical order showing ICO, EU and ISO codes

RULES ON STATISTICS

STATISTICAL REPORTS

Definitions

Types of coffee means the two most important species of coffee in economic terms: Arabica coffee (*Coffea arabica*) and Robusta coffee (*Coffea canephora*). Two other species grown on a much smaller scale are *Liberica* coffee (*Coffea liberica*) and *Excelsa* coffee (*Coffea dewevrei*). For statistical purposes, the two types considered will be Arabica and Robusta, since the demand for the others is not commercially significant.

Forms of coffee means the following:

- (a) *green coffee* means all coffee in the naked bean form before roasting;
- (b) *dried coffee cherry* means the dried fruit of the coffee tree; to find the equivalent of dried coffee cherry to green coffee, multiply the net weight of the dried coffee cherry by 0.50;
- (c) *parchment coffee* means the green coffee bean contained in the parchment skin; to find the equivalent of parchment coffee to green coffee, multiply the net weight of the parchment coffee by 0.80;
- (d) *roasted coffee* means green coffee roasted to any degree and includes ground coffee; to find the equivalent of roasted coffee to green coffee, multiply the net weight of the roasted coffee by 1.19;
- (e) *liquid coffee* means the water-soluble solids derived from roasted coffee and put into liquid form; to find the equivalent of liquid coffee to green coffee, multiply the net weight of the dried coffee solids contained in the liquid coffee by 2.6;
- (f) *soluble coffee* means the dried water-soluble solids derived from roasted coffee; to find the equivalent of soluble coffee to green coffee, multiply the net weight of the soluble coffee by 2.6; and
- (g) *decaffeinated coffee* means green, roasted or soluble coffee from which caffeine has been extracted; to find the equivalent of decaffeinated coffee to green coffee, multiply the net weight of the decaffeinated coffee in green, roasted or soluble form by 1.05, 1.25 or 2.73 respectively.

File format means the data file format specified by the Organization for data files that are to be transferred by email to the Organization with a view to expediting data interchange and reducing costs.

1. Exporting Members shall provide the following information:
 - (a) On a monthly basis:
 - (i) Information on volume and value(s) of exports by form of coffee (and by type, where applicable) by country of destination.
 - (ii) Prices paid to growers (for each type of coffee produced, where applicable).
 - (iii) Information on the volume and value of imports of coffee, if any, by form (and by type, where applicable) by country of origin. This information can be provided according to the relevant Harmonized System (HS) codes by product. Where monthly information is not available, exporting Members should provide annual data within **60 days** after the end of each calendar year.
 - (iv) Retail and wholesale market prices for roasted and soluble coffee (if available).
 - (b) On a quarterly basis, classified by type of coffee in countries where more than one type of coffee is produced:
 - (i) Estimate of total production.
 - (ii) Estimate of domestic consumption.
 - (c) On an annual basis, classified by type of coffee in countries where more than one type of coffee is produced:
 - (i) Percentage distribution of production by quarter.
 - (ii) Information on the estimated level of stocks at the end of the crop year.
 - (iii) Information on the area under coffee: number of trees with respective area in production and number of new trees (not yet in production) and respective area.
 - (d) Taxes, duties, laws and regulations affecting the trade (exports and imports) and consumption of coffee when changes or revisions take place in the country.
2. Importing Members shall provide the following information:
 - (a) On a monthly basis:
 - (i) Volume and value(s) of imports by form of coffee and by country of origin. This information must be provided in accordance with the relevant Harmonised System codes by product.

-
- (ii) Volume and value(s) of re-exports by form of coffee and by country of destination. This information must be provided in accordance with the relevant Harmonised System codes by product.
 - (iii) Retail and wholesale market prices for roasted and soluble coffee, where available.
- (b) On a quarterly/annual basis, where information is available, at the end of each quarter/calendar year:
 - (i) Volume of roastings.
 - (ii) Total inventories of green and processed coffee.
 - (c) Taxes, duties, laws and regulations affecting the trade (imports and re-exports) and consumption of coffee when changes or 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:
- (a) Exporting Members 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.
 - (b) Exporting Members are requested to send to the Organization by email or fax, not later than **60 days** after the close of each month, information on total imports of coffee in the previous month, if applicable. Where monthly data are not available, exporting Members should endeavour to provide annual data within **60 days** after the end of each calendar year.
 - (c) Importing Members 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, I-B and I-C (for exporting Members) and Annexes II-A and II-B (for importing Members) show the file format specifications for these reports. Alternative arrangements may be agreed with Members who are unable to comply with the format requested. The Organization shall endeavour to provide any assistance on requests received from Members on this matter.

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 do not have email/Internet facilities are requested to send their reports by fax (+44 (0) 20 7612 0630).

2. Annexes I-A, I-B and I-C for exporting Members and Annexes II-A and II-B for importing Members give the standard file formats for monthly reports on the coffee trade. Please note that for each row entry listed in the report compulsory information is to be entered in all columns.

3. Volumes should be reported in net weight (kg or lb). 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. Members may provide values in Euros (€) as an alternative currency to the 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, liquid 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 2007 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/or by ICO country code (ISO and/or EU country codes may also be used) – see Annex III for a complete list of countries and their respective codes.

6. 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 that produce both Arabica and Robusta coffees are reminded to ensure that the correct type of coffee is entered in the appropriate column. The method of processing should be indicated in a separate column: for green coffee: use **D** for naturals/dry process or **W** for washed/wet process; for soluble coffee: use **SD** for spray-dried or **FD** for freeze-dried processes, respectively.

7. Exporting Members are invited to include any additional information relevant to the coffee exported to each destination, which should be entered in a separate column in the spreadsheet. This information may relate to the quality of the coffee (in accordance with the parameters set out in Resolution 420) and/or specific certification schemes/programmes.
8. Different combinations of form, type, method of processing, quality, certification schemes, etc. should be entered in different rows for each destination as the value for each combination may be different according to each specific information.
9. If there are corrections to be made either in the volumes or values informed in any report for previous months, these should be forwarded 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 replaces or is in addition to an existing one sent previously.
10. Information on prices paid to growers is to be sent by exporting Members in national currency, such that the unit of weight and form in which the coffee is purchased is clearly indicated. Those exporting Members producing both types of coffee should indicate prices for each type separately.
11. Exporting and importing Members are required to send information on prices of coffee for household consumption that refers to representative retail and wholesale prices (when available) in national currency for roasted and/or soluble coffee, such that, in each case, the unit of weight used must be specified.

**INSTRUCTIONS
FOR QUARTERLY AND ANNUAL REPORTS**

1. Quarterly and annual data are to be sent as soon as possible after the end of each quarter or calendar/crop year, as relevant, but not later than **60 days** thereafter, and should be transmitted to the Organization by email (to stats@ico.org) or fax (+44 (0) 20 7612 0630).

2. **Exporting Members** shall provide the following information:
 - (a) Estimates of production and domestic consumption are required for the current crop year and also for the following crop year, when available. These estimates should be revised as necessary from quarter to quarter. Exporting Members producing more than one type of coffee should also provide data on production and domestic consumption classified by type.

 - (b) Percentage distribution of production by quarter: an estimate, in percentage terms, of the annual crop by quarter in order to allow more accurate conversion of crop year data into calendar and/or coffee year. Members that produce more than one type of coffee should indicate the crop percentage distribution for each type separately. If the coffee is processed into green using more than one method, Members shall provide percentage estimates of the annual crop for each method of processing.

 - (c) Gross closing stocks at the end of each crop year refers to stocks of green and processed coffee held in the country 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 data on the stocks classified by type.

 - (d) Information on the area under coffee: number of trees with respective area in production and number of new trees (not yet in production) and respective area. The area under coffee should be reported in hectares.

 - (e) **In a separate email message or by fax:** notification of any changes to taxes and duties on exports, imports and consumption of coffee which have been made during the quarter/year under report. In addition, details of any revision to the relevant laws and regulations pertaining to production, consumption, exports and imports (where applicable) of coffee that has occurred in the quarter/year should be included.

3. **Importing Members** shall provide the following information:

- (a) Volume of roastings, where available, related to the net weight of green coffee which has been roasted in the country during the period covered by the report. Estimates should be provided if precise figures are not available.
- (b) Inventories of stocks of green coffee held by importers and roasters, on the last day of the each quarter or calendar year together with stocks of processed coffee on hand – and not yet purchased for consumption – by retailers, hotels, restaurants, etc., where available.
- (c) **In a separate email message or by fax:** notification of any changes to taxes and duties on imports, re-exports and consumption of coffee that have been made during the quarter/year under report. In addition, details of any revision to the relevant laws and regulations pertaining to consumption, imports and re-exports of coffee which has occurred in the year should be included.

**REPORT ON PROVISIONAL EXPORTS,
PRICES TO GROWERS AND RETAIL/WHOLESALE PRICES**

Statistical information to be sent by email or by fax

I. Information to be transmitted within 30 days after the close of the month:

a. Provisional volume of total exports in the previous month:	[Month/year]	_____ 60-kg bags
Type of coffee*:	(____) % Arabica	(____) % Robusta
Method of processing**:	(____) % Dry	(____) % Dry
	(____) % Wet	(____) % Wet

* For those exporting Members producing both types of coffee

** For those exporting Members processing coffee by both methods

b. Average price paid to growers* in the previous month:	[Month/year]	Arabica:
		Robusta:

* In national currency per unit purchased (please specify)

c. Retail/wholesale prices (where available)		
c.1. Roasted coffee		
	Retail	
Month/year	Amount/currency	Unit of weight
c.2. Soluble coffee		
	Retail	
Month/year	Amount/currency	Unit of weight
c.3. Roasted coffee		
	Wholesale	
Month/year	Amount/currency	Unit of weight
c.4. Soluble coffee		
	Wholesale	
Month/year	Amount/currency	Unit of weight

**MONTHLY, QUARTERLY AND ANNUAL REPORTS: RETAIL AND
WHOLESALE PRICES; ROASTINGS; AND INVENTORIES**

Statistical information to be sent by email or by fax

I. Monthly information on prices

a. Roasted coffee				
	Retail		Wholesale	
Month/year	Amount/currency	Unit of weight	Amount/currency	Unit of weight

b. Soluble coffee				
	Retail		Wholesale	
Month/year	Unit of weight	Unit of weight	Unit of weight	Unit of weight

II. Quarterly/annual information (at the end of each quarter/calendar year)

a. Information on roastings

Quarter ending (MM/YY): _____ / ____		Unit of weight
Total (a+b)		
If possible, please specify:		
a. For roasted coffee		
b. For soluble coffee		

b. Information on inventories

Quarter ending (MM/YY): _____ / ____	Volume	Unit of weight
a. Green coffee		
(i) for domestic consumption		
(ii) for re-export		
Total [(i) +(ii)]		
b. Processed coffee (if available)		
(i) Soluble coffee		
(ii) Other (specify)		
Total [(i) +(ii)]		

**LIST OF DESTINATIONS IN ALPHABETICAL ORDER SHOWING ICO,
EU AND ISO CODES**

ICO Code	Country Name	EU Code	ISO Code	ICO Code	Country Name	EU Code	ISO Code
257	Abu Dhabi	647	AE	024	Côte d'Ivoire	272	CI
073	Afghanistan	660	AF	288	Croatia	092	HR
258	Ajman	647	AE	005	Costa Rica	436	CR
074	Albania	070	AL	006	Cuba	448	CU
075	Algeria	208	DZ	191	Curaçao	AN	478
234	American Samoa	830	AS	086	Cyprus	600	CY
203	Andorra	043	AD	299	Czech Republic	061	CZ
158	Angola	330	AO	056	Denmark	008	DK
221	Anguilla	446	AI	175	Djibouti	338	DJ
222	Antigua and Barbuda	459	AG	230	Dominica	460	DM
050	Argentina	528	AR	007	Dominican Republic	456	DO
266	Armenia	077	AM	259	Dubai	647	AE
197	Aruba	474	AW	008	Ecuador	500	EC
051	Australia	800	AU	142	Egypt	220	EG
052	Austria	038	AT	009	El Salvador	428	SV
276	Azerbaijan	078	AZ	167	Equatorial Guinea	310	GQ
165	Azores and Madeira	010	PT	045	Eritrea	336	ER
216	Bahamas	453	BS	041	Estonia	053	EE
076	Bahrain	640	BH	010	Ethiopia	334	ET
254	Bangladesh	666	BD	250	EU Unspecified	959	QV
217	Barbados	469	BB	201	Faeroe Islands	041	FO
081	Belarus	073	BY	220	Falkland Islands	529	FK
046	Belgium	017	BE	236	Fiji	815	FJ
195	Belize	421	BZ	071	Finland	032	FI
022	Benin	284	BJ	058	France	001	FR
246	Bermuda	413	BM	168	French Guiana	001	FR
212	Bhutan	675	BT	174	French Polynesia	822	PF
001	Bolivia	516	BO	260	Fujairah	647	AE
190	Bonaire	478	AN	023	Gabon	314	GA
287	Bosnia and Herzegovina	093	BA	196	Gambia	252	GM
078	Botswana	391	BW	192	Gaza Strip	625	PS
002	Brazil	508	BR	211	Georgia	076	GE
213	Brunei Darussalam	703	BN	040	Germany	004	DE
079	Bulgaria	068	BG	038	Ghana	276	GH
143	Burkina Faso	236	BF	090	Gibraltar	044	GI
027	Burundi	328	BI	091	Greece	009	GR
082	Cambodia	696	KH	202	Greenland	406	GL
019	Cameroon	302	CM	231	Grenada	473	GD
054	Canada	404	CA	169	Guadeloupe	001	FR
162	Cape Verde	247	CV	238	Guam	831	GU
305	Caroline Islands			011	Guatemala	416	GT
218	Cayman Islands	463	KY	092	Guinea	260	GN
020	Central African Republic	306	CF	163	Guinea-Bissau	257	GW
296	Ceuta	021	XC	049	Guyana	488	GY
084	Chad	244	TD	012	Haiti	452	HT
055	Chile	512	CL	207	Holy See	045	VA
043	China	720	CN	013	Honduras	424	HN
235	Christmas Islands	834	CX	093	Hong Kong	740	HK
223	Cocos Islands	833	CC	094	Hungary	064	HU
003	Colombia	480	CO	095	Iceland	024	IS
172	Comoros	375	KM	014	India	664	IN
004	Congo, Dem. Rep. of	322	CD	015	Indonesia	700	ID
021	Congo, Rep. of	318	CG	096	Iran, Islamic Rep. of	616	IR
176	Cook Islands	837	CK	097	Iraq	612	IQ

**LIST OF DESTINATIONS IN ALPHABETICAL ORDER SHOWING ICO,
EU AND ISO CODES**

ICO Code	Country Name	EU Code	ISO Code	ICO Code	Country Name	EU Code	ISO Code
098	Ireland	007	IE	070	New Zealand	804	NZ
099	Israel	624	IL	017	Nicaragua	432	NI
059	Italy	005	IT	119	Niger	240	NE
100	Jamaica	464	JM	018	Nigeria	288	NG
060	Japan	732	JP	177	Niue	838	NU
101	Jordan	628	JO	240	Norfolk Island	836	NF
279	Kazakhstan	079	KZ	204	Northern Marianas	820	MP
037	Kenya	346	KE	062	Norway	028	NO
237	Kiribati	812	KI	116	Oman	649	OM
102	Korea, Dem. People's Rep. of	724	KP	121	Pakistan	662	PK
103	Korea, Republic of	728	KR	244	Palau	825	PW
298	Kosovo	095	XK	029	Panama	442	PA
104	Kuwait	636	KW	166	Papua New Guinea	801	PG
283	Kyrgyzstan	083	KG	122	Paraguay	520	PY
105	Lao, People's Dem. Rep. of	684	LA	030	Peru	504	PE
042	Latvia	054	LV	123	Philippines	708	PH
106	Lebanon	604	LB	198	Pitcairn Island	813	PN
247	Leeward Islands			124	Poland	060	PL
077	Lesotho	395	LS	031	Portugal	010	PT
107	Liberia	268	LR	125	Puerto Rico	400	US
108	Libyan Arab Jamahiriya	216	LY	126	Qatar	644	QA
199	Liechtenstein	037	LI	261	Ras al-Khaimah	647	AE
044	Lithuania	055	LT	171	Reunion	001	FR
251	Luxembourg	018	LU	128	Romania	066	RO
164	Macao	743	MO	127	Russian Federation	075	RU
289	Macedonia, FYR	096	MK	028	Rwanda	324	RW
025	Madagascar	370	MG	209	Saint Helena	329	SH
109	Malawi	386	MW	226	Saint Kitts and Nevis	449	KN
110	Malaysia	701	MY	232	Saint Lucia	465	LC
214	Maldives	667	MV	129	Saint Pierre & Miquelon	408	PM
111	Mali	232	ML	233	Saint Vincent & the Grenadines	467	VC
112	Malta	046	MT	194	Samoa	819	WS
182	Marshall Islands	824	MH	206	San Marino	047	SM
170	Martinique	001	FR	161	Sao Tome and Principe	311	ST
113	Mauritania	228	MR	130	Saudi Arabia	632	SA
208	Mauritius	373	MU	131	Senegal	248	SN
252	Mayotte	377	YT	291	Serbia	098	XS
297	Melilla	023	XL	210	Seychelles	355	SC
016	Mexico	412	MX	262	Sharjah	647	AE
183	Micronesia	823	FM	032	Sierra Leone	264	SL
265	Moldova	074	MD	132	Singapore	706	SG
205	Monaco	001	FR	300	Slovakia	063	SK
114	Mongolia	716	MN	292	Slovenia	091	SI
290	Montenegro	097	XM	242	Solomon Islands	806	SB
224	Montserrat	470	MS	133	Somalia	342	SO
115	Morocco	204	MA	134	South Africa, Republic of	388	ZA
160	Mozambique	366	MZ	063	Spain	011	ES
080	Myanmar	676	MM	083	Sri Lanka	669	LK
135	Namibia	389	NA	136	Sudan	224	SD
239	Nauru	803	NR	139	Suriname	492	SR
117	Nepal	672	NP	225	Svalbard and Jan Mayen Islands	028	NO
061	Netherlands	003	NL	137	Swaziland	393	SZ
193	Netherlands Antilles	478	AN	064	Sweden	030	SE
173	New Caledonia	809	NC	065	Switzerland	039	CH

**LIST OF DESTINATIONS IN ALPHABETICAL ORDER SHOWING ICO,
EU AND ISO CODES**

ICO Code	Country Name	EU Code	ISO Code	ICO Code	Country Name	EU Code	ISO Code
138	Syrian Arab Republic	608	SY	263	Umm al-Qaiwain	647	AE
306	Tahiti	822	PF	120	United Arab Emirates	647	AE
089	Taiwan (Province of China)	736	TW	068	United Kingdom	006	GB
285	Tajikistan	082	TJ	187	Unspecified dest/origin	958	QU
033	Tanzania	352	TZ	144	Uruguay	524	UY
140	Thailand	680	TH	369	USA	400	US
159	Timor-Leste	626	TL	282	Uzbekistan	081	UZ
026	Togo	280	TG	118	Vanuatu	816	VU
178	Tokelau	839	TK	036	Venezuela, Bol. Rep. of	484	VE
243	Tonga	817	TO	145	Vietnam	690	VN
034	Trinidad & Tobago	472	TT	227	Virgin Islands (UK)	468	VG
066	Tunisia	212	TN	228	Virgin Islands (US)	457	VI
141	Turkey	052	TR	245	Wallis & Futuna Islands	811	WF
286	Turkmenistan	080	TM	248	Windward Islands		
229	Turks & Caicos Islands	454	TC	146	Yemen	653	YE
186	Tuvalu	807	TV	149	Zambia	378	ZM
035	Uganda	350	UG	039	Zimbabwe	382	ZW
179	Ukraine	072	UA				



INTERNATIONAL COFFEE ORGANIZATION

22 Berners Street
London W1T 3DD, United Kingdom
Tel.: +44 (0) 20 7612 0600
Fax: +44 (0) 20 7612 0630
Email: info@ico.org
Website: www.ico.org