INTERNATIONAL COFFEE ORGANIZATION

SC **118/22**

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Statistics Committee
22nd meeting
6 and 7 October 2022
Bogotá, Colombia

Proposal submitted by the Government of Brazil to revise the Rules of Statistics – Certificates of Origin

Background

1. On 18 May 2022 the Executive Director received a communication from CECAFE concerning proposed changes to the Rules of Statistics – Certificates of Origin (ICC-102-9 Rev. 4). The proposed changes have been highlighted in red.

2. A draft version of the Rules of Statistics – Certificates of Origin (ICC-102-9 Rev. 5), including the proposed changes, is attached as Annex I. All changes in the draft document are highlighted in red.

Action

The Statistics Committee is requested to consider the proposed changes, and if appropriate, to recommend approval by the International Coffee Council.

Alterations

	Current Wordings	Revised Wordings	Justification
Rule 1 (page 3) Definitions, sub section a	the Certificate is marked "ORIGINAL" and bears the cachet of the Customs Service or Certifying Agency of the producing Member country from which the coffee described in the Certificate has been exported; and	the Certificate is marked "ORIGINAL and for ICO use" and bears the cachet of the Customs Service or Certifying Agency of the producing Member country from which the coffee described in the Certificate has been exported; and	The removal of the need to stamp the Certificate of Origin with two different markings will make whole process more economical through saving on paper and time for the Certifying Agency; furthermore it reduces bureaucracy and eliminates one of the steps in the current two-step stamp process
Rule 2 (page 5) Specifications for Certificates of Origin, sub section 3	Certificates shall be issued in an original and at least one copy. Certifying Agencies may issue as many additional copies for internal use as may be found convenient or necessary.	Certificates shall be issued in two originals, first and second. Certifying Agencies may issue as many copies for internal use as may be found convenient or necessary.	
Rule 2 (page 5) Specifications for Certificates of Origin, sub section 4	For the originals of Certificates white paper of chemical pulp shall be used. Each original shall be clearly marked "ORIGINAL"	For the Certificates white paper of chemical pulp shall be used. Each of the originals shall be clearly marked "ORIGINAL and for ICO use"	
Rule 2 (page 5) Specifications for Certificates of Origin, sub section 5	One copy of each Certificate of Origin shall be clearly marked "COPY — for use by ICO". This copy may be requested to be forwarded to the Organization for auditing if the information contained therein is transmitted by electronic means.	The second original may be requested to be forwarded to the Organization for auditing if the information contained therein is transmitted by electronic means.	
Rule 2 (page 5) Specifications for Certificates of Origin, sub section 6	Each additional copy, if any, shall be clearly marked "COPY — for internal use only" and may contain such additional instructions as considered desirable by the Agency issuing the Certificate.	Each additional copy of the second original, if any, shall be clearly marked "ORIGINAL and for ICO use — for internal use only" and may contain such additional instructions as considered desirable by the Agency issuing the Certificate.	

INTERNATIONAL COFFEE ORGANIZATION

ICC 102-9 Rev. 5

ANNEX I

E

RULES

RULES ON STATISTICS
CERTIFICATES OF ORIGIN

REVISED VERSION APPROVED BY THE
INTERNATIONAL COFFEE COUNCIL AT ITS 134TH SESSION
ON 7 OCTOBER 2022

October 2022
Bogotá, Colombia

FOREWORD

The Rules on Statistics – Certificates of Origin of the International Coffee Organization contained in this document were revised by the International Coffee Council at its 134th Session on 7 October 2022.

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Annex

I	List of exporting Members in alphabetical order showing their respective ICO EU and ISO codes; crop year; type of coffee produced and method of processing mostly used
II	ICO Certificate of Origin (Artwork/electronic file available if required)
II-A	General guidance for completion of ICO Certificates of Origin
III	List of destinations in alphabetical order showing ICO and ISO codes
IV	Other relevant information
V	ICC Resolution 420
VI	Special characteristics
VII	Specimen spreadsheet for data entry: Certificates of Origin

RULES ON STATISTICS

CERTIFICATES OF ORIGIN

INTRODUCTION

1. For the purposes of the International Coffee Agreement 2007 all Certifying Agencies approved by the Executive Director must be prepared to comply with the following objectives:

(a) to ensure that every export of coffee is covered by an ICO Certificate of Origin, or equivalent document[1], which should be duly stamped and signed by the Customs Authorities or by the Certifying Agency of the exporting Member when they are satisfied that the export is about to take place;

(b) to make use of computer systems in order to build up a databank that allows data records to be extracted and recorded in files to be sent to the Organization by email in a specified file format, if the technology is available;

(c) to be responsible for adapting their software in order to print Certificates of Origin directly from their databanks in accordance with the format specified by these Rules with a view to reducing costs and to expediting data interchange with the Organization. Alternative arrangements can be agreed depending on the number of Certificates issued by the Member during the coffee year;

(d) to keep records of the Certificates they issue, and of the basis for their issue, for a period of not less than four years, with the use of electronic management systems instead of physical storage by Members being allowed. Computer records shall also be maintained for the same period. Certifying Agencies must undertake to make such records available for examination by the Organization should the need arise;

(e) to transmit to the Organization, by email or fax, within **15 days** after the close of the month, a complete list of all shipments that took place in the previous month. This list shall give details of the Certificate serial number; country of destination; net weight of the shipment; form and type of the coffee exported; and any other information deemed relevant. This list shall constitute the basis for the preparation of the monthly report that must be sent by the Member at a later date. Discrepancies between the data reported in the list and in the monthly report may require further investigation of shipments, for which documents may be requested (see sub-paragraph (f) below); and

[1] *See paragraph 4 of Article 33 of the 2007 Agreement.*

(f) to forward to the Organization copies of the documentation[2] issued within **60 days** after shipment takes place. Alternatively, for files transmitted electronically, the relevant documentation, if requested, shall be forwarded to the Organization so that the data contained therein may be audited by the Organization.

2. The following Annexes are included:

Annex I	List of exporting Members in alphabetical order showing their respective ICO EU and ISO codes; crop year; type of coffee produced and method of processing mostly used
Annex II	ICO Certificate of Origin[3]
Annex II-A	General guidance for completion of ICO Certificates of Origin
Annex III	List of destinations in alphabetical order showing ICO and ISO codes
Annex IV	Other relevant information
Annex V	ICC Resolution 420
Annex VI	Special characteristics
Annex VII	Specimen spreadsheet for data entry: Certificates of Origin

[2] *Copies of Certificates of Origin duly stamped and signed by the Customs Authorities or Certifying Agency together with a copy, in either physical or electronic format, of the relevant transport document(s).*
[3] *Artwork/electronic file available if required.*

RULE 1
Definitions

For the purposes of these Rules:

Valid Certificate of Origin for exports to all destinations means a Certificate of Origin issued in accordance with these Rules by a Certifying Agency of the exporting Member country from which the coffee described therein has been exported, provided that:

(a) the Certificate is marked "ORIGINAL and for ICO use" and bears the cachet of the Customs Service or Certifying Agency of the producing Member country from which the coffee described in the Certificate has been exported; and

(b) the Certificate shall be valid to cover only the coffee described therein at the time it was issued.

Export of coffee means any coffee that leaves the Customs territory of the country in which the coffee is grown and/or processed.

Customs Service means the Customs authority of an exporting Member country or the authority designated by the Member for that purpose and accepted by the Executive Director.

Cachet of the Customs Service means a Customs stamp, preferably embossed or impressed, that is accompanied by the signature (physical or electronic) of the Officer responsible for its use together with the date of its use.

Date of export means the date when the coffee effectively shipped leaves the country of origin, as declared on the bills of lading or official export documents issued by the Customs Service of the exporting Member country or by the Certifying Agency of the exporting Member country.

Certifying Agency means an agency approved under the provisions of paragraphs (2) and (3) of Article 33 of the International Coffee Agreement 2007 to administer and perform the functions specified in paragraphs (1) and (2) of that Article.

Cachet or electronic identification of the Certifying Agency means a stamp, preferably embossed or impressed, or electronic identification, accompanied by the signature (physical or electronic) of the Officer responsible for its use together with the date of its use.

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.

Transport document means a receipt and evidence of a contract of carriage of the coffee, such as a bill of lading, sea waybill, air waybill, railway consignment note, road consignment note, multi-modal transport document or equivalent. When the seller and the buyer of the coffee agree to communicate electronically, the document under reference may be replaced by an equivalent electronic data interchange (EDI) message.

Electronic Signature means the implementation of Digital Certification which is approved by a national or international Certifying Authority, to guarantee authenticity, confidentiality and legal validity. Exporting Member countries that wish to implement a tracking model for the document, with a view to establishing the authenticity and validity of the Certificate, are authorized to include a QR Code or Bar Code in box 16 of the ICO Certificate of Origin.

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 that are 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, as 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/liquid form by 1.05, 1.25 or 2.73 respectively.

RULE 2
Specifications for Certificates of Origin

Certificates of Origin

1. Certificates of Origin for exports to all destinations shall be printed, completed and issued in accordance with these Rules. General guidance on the completion of such Certificates is given in Annex II-A to these Rules.

Specifications for printing Certificates

2. Certificates shall be of ISO size A4 (210mm x 297mm: 8 1/3in x 11 2/3in).

3. Certificates shall be issued in two originals, first and second. Certifying Agencies may issue as many additional copies for internal use as may be found convenient or necessary.

4. For the Certificates white paper of chemical pulp shall be used. Each of the originals shall be clearly marked "**ORIGINAL and for ICO use**".

5. The second original may be requested to be forwarded to the Organization for auditing if the information contained therein is transmitted by electronic means.

6. Each additional copy of the second original, if any, shall be clearly marked "**ORIGINAL and for ICO use** – for internal use only" and may contain such additional instructions as considered desirable by the Agency issuing the Certificate.

7. Except as otherwise agreed between a Member and the Executive Director, each Member shall be responsible for printing the Certificates it uses and for entering and transmitting data to the Organization.

8. Box 15 of the Certificates is allocated for other relevant information related to the coffee being exported, i.e., information related to the quality parameters in accordance with Resolution 420; information on special characteristics; the Harmonized System (HS) codes; and the value of the shipment. **The completion of any of the fields in this box is voluntary**.

9. Certificates may be printed in two languages, one of which, except as otherwise agreed between a Member and the Executive Director, must be English.

10. Data files are to be transmitted electronically to the Organization within **15 days** after the close of the month. Arrangements to transmit Certificates data by fax can be made with a Member depending on the number of Certificates of Origin issued in a coffee year. See Annex VII for a detailed file format specification.

11. Notwithstanding the above, Certificates of Origin may also be issued in digital/electronic format and shall abide by the same conditions as set out in the previous paragraphs.

RULE 3
Marking of bags and other packaging for export

1. Every export of coffee shall receive a mark corresponding only and exclusively to the parcel of coffee concerned, which shall be the **International Coffee Organization** identification mark or the Unique Consignment Reference (UCR) recommended by the World Customs Organization. This mark shall be printed on all bags or other packaging, or stamped on a metal strip affixed to the bags or other packaging, and it shall be declared on the relevant Certificate of Origin. When the **International Coffee Organization** identification mark is used, it must contain the following: code number of the Member country (up to three digits to be allocated by the Organization[4]), the code number of the grower or exporter (up to four digits to be allocated by the Member to each grower or exporter) and the serial number of the parcel of coffee (up to five digits to be supplied by the grower or exporter for each parcel exported, beginning with the number "1" for the first parcel exported on or after 1 October each year and proceeding in sequence to 30 September the following year.

[4] *See Annex I.*

2. When the Unique Consignment Reference (UCR) is used as the identification mark, it must contain the following:

- <year><country><exporter><decade><operator reference>, with no more than 35 characters in total.
- <year>: the year in which the UCR has been allocated to a given export, consisting of 1 numeric digit;
- <country>: the country where the UCR has been allocated, consisting of 2 alphanumeric digits;
- <exporter>: the identification number of the trader as defined by the WCO SAFE;
- <decade>: the decade including the year in which the UCR has been allocated to a given export, consisting of 1 numeric digit;
- <reference>: a unique series of characters that may be allocated by the exporter / customs agent. The <reference> must consist of 1 to 23 characters and contain only numbers and letters (these may be capital or small letters).

Note: WCO reference:
ion/resources/~/media/633F01FC1783462 EA9DBDE125AF48834.ashx)

3. An alternative sequential numbering system may be used, but Members must notify the ICO Secretariat of this alternative system.

RULE 4
Exports of coffee

1. Subject to the exceptions described in paragraph 8 of this Rule, every export of coffee, in all forms, from any exporting Member to any destination must be covered by a valid Certificate of Origin completed and issued in accordance with these Rules in the country of origin.

2. All bags or other packaging shall bear an ICO identification mark or a Unique Consignment Reference (UCR) in accordance with the provisions of Rule 3[5].

3. The original and the first copy of each Certificate of Origin must bear the cachet of the Customs Service or Certifying Agency of the issuing Member. This shall be applied by the Customs Service or Certifying Agency when it is satisfied that export is about to take place.

[5] *Each Certificate of Origin will allow for one ICO mark only.*

4. The original of each Certificate of Origin shall be given to the exporter or his agent to accompany the shipping documents. The ICO identification mark or the UCR shall, except as otherwise agreed between a Member and the Executive Director, be included on the transport document(s).

5. The first copy of each Certificate of Origin together with a copy of the relevant transport document(s) shall be forwarded by the safest and quickest possible means to the Organization, except when transmitted electronically, by the issuing Member as soon as possible and in any case within **60 days** of the date of shipment. Documents for which data are received electronically may be requested to be forwarded to the Organization for auditing purposes. It should be noted, however, that electronic transmissions should be carried out within **15 days** after the close of the month. The same period applies for those Members that transmit export data by alternative methods. If a parcel of coffee moves overland or by air to its destination, a copy of the relevant transport document(s) shall accompany the first copy of the Certificate of Origin when forwarded to the Organization.

6. When documents are requested to be forwarded to the Organization, a copy of each Certificate of Origin and a copy of the transport document(s) forwarded under the provisions of paragraph 5 of this Rule shall be sent in securely packed batches. Each batch shall clearly identify documents issued to cover exports made in the same month.

7. Notwithstanding the provisions of paragraphs 1 and 3 of this Rule, if the port of shipment is not in the country of origin of the coffee and the Member finds that it is impracticable to issue completed Certificates of Origin prior to export from origin, the Member may make arrangements for the necessary Certificates of Origin to be issued, either partially or wholly, by an agency located in the port of shipment and for completed copies of Certificates and the relevant transport document(s) to be forwarded to the Organization when requested for auditing, if these are transmitted electronically. All such arrangements shall be agreed between the Member and the Executive Director.

8. Certificates of Origin need not be issued to cover:

(a) small quantities of coffee for direct consumption on ships, aircraft and other international commercial carriers;

(b) samples and parcels of no commercial value with a maximum net weight of 60 kg of green coffee or the green bean equivalent thereof, if said samples or parcels are of another form of coffee; and

(c) small export lots of commercial value not exceeding 60 kg net weight of green coffee or its green bean equivalent, if such samples and lots are of another form of coffee.

9. Each exporting Member shall furnish to the Executive Director all information that may be requested in connection with exports of coffee covered by Certificates of Origin, including port records and Customs or Certifying agency records. The Executive Director may establish a procedure for the inspection of such information.

RULE 5
Responsibilities of exporters in exporting Member countries

The responsibility for ensuring the proper use of Certificates of Origin rests with exporting Members.

RULE 6
Implementation

The Executive Director shall take any action that may be considered necessary to ensure the effective implementation of the measures relating to Certificates of Origin provided for in the International Coffee Agreement 2007 and in these Rules.

RULE 7
Amendments

The Council shall keep these Rules under review and may make such amendments to them as it considers desirable.

ANNEX I

LIST OF EXPORTING MEMBERS IN ALPHABETICAL ORDER SHOWING THEIR RESPECTIVE ICO, EU AND ISO CODES; CROP YEAR; TYPE OF COFFEE PRODUCED AND METHOD OF PROCESSING MOSTLY USED

Country Name	ICO Code	EU Code	ISO Code	Crop Year	Type of coffee produced/exported	Method of processing
Members under the 2007 Agreement - as at 15 September 2022						
Angola	158	330	AO	April/March	Robusta/Arabica	Dry
Bolivia	001	516	BO	April/March	Arabica	Wet
Brazil	002	508	BR	April/March	Arabica/Robusta	Dry/Wet
Burundi	027	328	BI	April/March	Arabica	Wet
Cameroon	019	302	CM	October/September	Robusta/Arabica	Dry/Wet
Central African Republic	020	306	CF	October/September	Robusta	Dry
Colombia	003	480	CO	October/September	Arabica	Wet
Congo, Dem. Rep. of	004	322	CD	October/September	Robusta/Arabica	Dry
Costa Rica	005	436	CR	October/September	Arabica	Wet
Côte d'Ivoire	024	272	CI	October/September	Robusta	Dry
Cuba	006	448	CU	July/June	Arabica	Wet
Ecuador	008	500	EC	April/March	Arabica/Robusta	Dry/Wet
El Salvador	009	428	SV	October/September	Arabica	Wet
Ethiopia	010	334	ET	October/September	Arabica	Dry
Gabon	023	314	GA	October/September	Robusta	Dry
Ghana	038	276	GH	October/September	Robusta	Dry
Honduras	013	424	HN	October/September	Arabica	Wet
India	014	664	IN	October/September	Robusta/Arabica	Wet/Dry
Indonesia	015	700	ID	April/March	Robusta/Arabica	Dry
Kenya	037	346	KE	October/September	Arabica	Wet
Liberia	107	268	LR	October/September	Robusta	Dry
Madagascar	025	370	MG	April/March	Robusta	Dry
Malawi	109	386	MW	April/March	Arabica	Wet
Mexico	016	412	MX	October/September	Arabica/Robusta	Wet/Dry
Nepal	117	672	NP	October/September	Arabica	Wet
Nicaragua	017	432	NI	October/September	Arabica	Wet
Nigeria	018	288	NG	October/September	Robusta	Dry
Panama	029	442	PA	October/September	Arabica	Wet
Papua New Guinea	166	801	PG	April/March	Arabica/Robusta	Wet/Dry
Peru	030	504	PE	April/March	Arabica	Wet
Philippines	123	708	PH	July/June	Robusta/Arabica	Dry
Rwanda	028	324	RW	April/March	Arabica	Wet
Sierra Leone	032	264	SL	October/September	Robusta	Dry
Tanzania	033	352	TZ	July/June	Arabica/Robusta	Wet
Thailand	140	680	TH	October/September	Robusta	Dry
Timor-Leste	159	626	TL	April/March	Arabica/Robusta	Dry
Togo	026	280	TG	October/September	Robusta	Dry
Venezuela, Rep. Bol. of	036	484	VE	October/September	Arabica	Wet
Vietnam	145	690	VN	October/September	Robusta	Dry
Yemen	146	653	YE	October/September	Arabica	Dry
Zambia	149	378	ZM	July/June	Arabica	Wet
Zimbabwe	039	382	ZW	April/March	Arabica	Wet
Members under the 2001 Agreement						
Benin	022	284	BJ	October/September	Robusta	Dry
Congo, Rep. of	021	318	CG	July/June	Robusta	Dry
Dominican Republic	007	456	DO	July/June	Arabica	Wet
Guinea	092	260	GN	October/September	Robusta	Dry
Haiti	012	452	HT	July/June	Arabica	Wet
Jamaica	100	464	JM	October/September	Arabica	Wet
Non-members of the ICO						
Equatorial Guinea	167	310	GQ	October/September	Robusta	Dry
Guatemala	011	416	GT	October/September	Arabica/Robusta	Wet/Dry
Guyana	049	488	GY	October/September	Robusta	Dry
Lao, People's Dem. Rep. of	105	684	LA	October/September	Robusta	Dry
Paraguay	122	520	PY	April/March	Arabica	Dry
Sri Lanka	083	669	LK	October/September	Robusta	Dry
Trinidad & Tobago	034	472	TT	October/September	Robusta	Dry
Uganda	035	350	UG	October/September	Robusta/Arabica	Dry/Wet

1. Exporter/consignor (name/code)

Certificate of Origin

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

2. Internal reference No.

3a. Country code:

3b. Port of shipment code:

3c. Serial No.:

4. Producing country (name/code)

5. Country of destination (name/code)

6. Date of export (DD/MM/YY)

7. Means of transport

Sea ☐ Air ☐ Land ☐ Rail ☐ River ☐ Multimodal ☐

8. ICO identification mark or Unique Consignment Reference or other identification

___/____/_____

Other marks:

9. Shipped in:

Bags ☐ Bulk ☐ Containers ☐ Other ☐

10. Net weight of shipment

11. Unit of weight

kg ☐ lb ☐

12. Description of coffee (form/type, where relevant)

Green Arabica ☐ Green Robusta ☐ Roasted ☐ Soluble ☐ Liquid ☐ Other ☐

13. Method of processing

Decaffeinated ☐

Organic: Certified ☐ Uncertified ☐

Green coffee: Dry ☐ Wet ☐

Soluble coffee: Spray-dried ☐ Freeze-dried ☐

14. IT IS HEREBY CERTIFIED THAT THE COFFEE DESCRIBED ABOVE WAS PRODUCED/PROCESSED IN THE COUNTRY NAMED IN BOX 5 ABOVE AND HAS BEEN EXPORTED ON THE DATE SHOWN BELOW. THIS CERTIFICATE IS INTENDED SOLELY FOR THE STATISTICAL PURPOSES OF THE ICO AND DOES NOT CONFER ORIGIN ON COFFEE.

Date:
Place:

Signature of authorized Customs Officer or Certifying Officer and Cachet of Customs Authority or Certifying Agency

15. Other relevant information: ICC Resolution 420; Special characteristics; HS Code; Value of the shipment (Voluntary information)

a. Quality standards for green coffee (ICC Resolution 420):

"S": Full compliance with the target defect and moisture standards ☐

"XD": Coffee does not conform to the target defect standard ☐

"XM": Coffee does not conform to the target moisture standard ☐

"XDM": Coffee does not conform to either standard (target defect and moisture) ☐

b. Special characteristics (please specify name or code):

c. Harmonized System (HS) code:

HS Code:

d. Value (FOB) of the shipment: _____

☐ National currency ☐ US dollars ☐ Euros

e. Additional information

GENERAL GUIDANCE FOR COMPLETION OF ICO CERTIFICATES OF ORIGIN

CERTIFICATES OF ORIGIN
FOR EXPORTS TO ALL DESTINATIONS

(To be completed by the Certifying Agency and
the Customs Service of the issuing exporting Member)

1. Enter the full name and address of the exporter/consignor in box 1 and its corresponding code number in the appropriate boxes on the bottom right-hand corner – (numeric field: four digits only).

2. Enter the internal reference number, if any, in box 2 – (alpha-numeric field).

3. (a) Enter the exporting Member country code (see Annex I to these Rules) in box 3 (a) – (numeric field: three digits).

   (b) Enter the code number of the port or inland point of export in box 3 (b) – (numeric field: two digits – see document ICC-106-3).

   (c) Enter the serial number of the Certificate in box 3 (c) (each Certifying Agency shall ensure that the numbering of the Certificates of Origin which it issues begins at "1" on 1 October each year and proceeds consecutively until 30 September the following year).

4. Enter the name of the country in which the coffee was produced and its corresponding country code number (see Annex I to these Rules) in box 4 – (numeric field: three digits only).

5. Enter the name of the country of the intended destination of the coffee and its corresponding country code number (see Annex III to these Rules for the list of destinations and their respective codes in box 5 – (numeric field: three digits only).

6. Enter the date of export in either format DD/MM/YY or DD/MMM/YYYY, where DD = day; MM or MMM = month; and YY = last two digits of the year OR YYYY = year, in box 6 – (date field: DD/MM/YY or DD/MMM/YYYY).

7. Enter in box 7 the means of transport by which the coffee is shipped, such as Sea, Air, Land, Rail, River or Multimodal.

8. The bags or packaging in each parcel of coffee covered by a single Certificate of Origin must bear a unique ICO identification mark or Unique Consignment Reference (UCR), printed inside a box or stamped on a metal strip affixed to the bags or other packaging. Enter the ICO identification mark (numeric field xxx/xxxx/xxxxx) or Unique Consignment Reference (UCR) and any additional shipping marks or other identification in the space provided in box 10. For details concerning the ICO identification mark and the UCR, please refer to Rule 3.

9. Mark "X" in the appropriate box(es).

10. Enter the net weight, rounded to the nearest whole unit of weight (1 pound = 0.4536 kg).

11. Specify the unit of weight by marking "X" in the appropriate box.

12. Specify the form and type of coffee by marking "X" in the appropriate box. If coffee other than green Arabica, green Robusta, roasted, soluble or liquid (as appropriate) is being exported, tick the 'Other' box. If an export of coffee includes more than one form and/or type of coffee, separate Certificates of Origin are required for each form and/or type of coffee included in the shipment.

13. Enter information relevant to the processing method (tick box(es) as appropriate). It should be noted that if Certificates of Origin are issued to cover organic coffee, the certification of such produce must comply with the specifications set out in ISO/IEC 17065 – Requirements for bodies certifying products, processes and services. In cases of this nature, exporting Members undertake full responsibility that the option for 'Certified' on the Certificate of Origin refers to 'certified organic coffee' in accordance with the ISO/IEC 17065, otherwise tick the box for uncertified.

14. The Customs Service or Certifying Agency in the port or other location from which the coffee is exported shall validate the Certificate of Origin with its cachet as confirmation that export is about to take place. The authorized Customs officer or Certifying Agent shall sign and date the Certificate in the space provided.

15. Box 15 of the Certificate of Origin refers to voluntary information on the quality of the coffee being exported in accordance with the parameters set out in Resolution 420, if the export refers to green coffee; information on special characteristics of the coffee, if applicable; information related to the Harmonized System codes; and information on the FOB value of the shipment. See Annex IV for details.

IMPORTANT

A COPY OF EACH CERTIFICATE OF ORIGIN SHALL BE FORWARDED TO THE INTERNATIONAL COFFEE ORGANIZATION TOGETHER WITH A COPY OF THE RELEVANT TRANSPORT DOCUMENT(S) WITHIN 60 DAYS OF THE DATE OF EXPORT. HOWEVER, THIS OBLIGATION DOES NOT APPLY TO THOSE MEMBERS SENDING DATA ELECTRONICALLY, UNLESS SPECIFICALLY REQUESTED BY THE ORGANIZATION.

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

ICO Code	Country or Region	ISO Code	ICO Code	Country or Region	ISO Code
073	Afghanistan	AF	288	Croatia	HR
150	Africa		006	Cuba	CU
074	Albania	AL	191	Curaçao	CW
075	Algeria	DZ	086	Cyprus	CY
151	Americas		299	Czechia	CZ
234	American Samoa	AS	102	Democratic People's Republic of Korea	KP
203	Andorra	AD	004	Democratic Republic of Congo	CD
158	Angola	AO	056	Denmark	DK
221	Anguilla	AI	175	Djibouti	DJ
222	Antigua and Barbuda	AG	230	Dominica	DM
050	Argentina	AR	007	Dominican Republic	DO
266	Armenia	AM	008	Ecuador	EC
197	Aruba	AW	142	Egypt	EG
152	Asia		009	El Salvador	SV
051	Australia	AU	167	Equatorial Guinea	GQ
052	Austria	AT	045	Eritrea	ER
276	Azerbaijan	AZ	041	Estonia	EE
165	Azores and Madeira		137	Eswatini	SZ
216	Bahamas	BS	010	Ethiopia	ET
076	Bahrain	BH	153	Europe	
254	Bangladesh	BD	250	European Union	
217	Barbados	BB	220	Falkland Islands (Malvinas)	FK
081	Belarus	BY	201	Faroe Islands	FO
046	Belgium	BE	236	Fiji	FJ
195	Belize	BZ	071	Finland	FI
022	Benin	BJ	058	France	FR
246	Bermuda	BM	168	French Guiana	GF
212	Bhutan	BT	174	French Polynesia	PF
001	Bolivia (Plurinational State of)	BO	023	Gabon	GA
190	Bonaire, Sint Eustatius and Saba	BQ	196	Gambia	GM
287	Bosnia and Herzegovina	BA	211	Georgia	GE
078	Botswana	BW	040	Germany	DE
002	Brazil	BR	038	Ghana	GH
227	British Virgin Islands	VG	090	Gibraltar	GI
213	Brunei Darussalam	BN	091	Greece	GR
079	Bulgaria	BG	202	Greenland	GL
143	Burkina Faso	BF	231	Grenada	GD
027	Burundi	BI	169	Guadeloupe	GP
162	Cabo Verde	CV	238	Guam	GU
082	Cambodia	KH	011	Guatemala	GT
019	Cameroon	CM	092	Guinea	GN
054	Canada	CA	163	Guinea-Bissau	GW
305	Caroline Islands		049	Guyana	GY
218	Cayman Islands	KY	012	Haiti	HT
020	Central African Republic	CF	207	Holy See	VA
296	Ceuta		013	Honduras	HN
084	Chad	TD	093	Hong Kong	HK
055	Chile	CL	094	Hungary	HU
085	China (Mainland)	CN	095	Iceland	IS
235	Christmas Islands	CX	014	India	IN
223	Cocos (Keeling) Islands	CC	015	Indonesia	ID
003	Colombia	CO	096	Iran (Islamic Republic of)	IR
172	Comoros	KM	097	Iraq	IQ
021	Congo	CG	098	Ireland	IE
176	Cook Islands	CK	099	Israel	IL
005	Costa Rica	CR	059	Italy	IT
024	Côte d'Ivoire	CI	100	Jamaica	JM
060	Japan	JP	244	Palau	PW
101	Jordan	JO	029	Panama	PA
279	Kazakhstan	KZ	166	Papua New Guinea	PG
037	Kenya	KE	122	Paraguay	PY
237	Kiribati	KI	030	Peru	PE
298	Kosovo, Rep. of		123	Philippines	PH
104	Kuwait	KW	198	Pitcairn	PN
283	Kyrgyzstan	KG	124	Poland	PL
105	Lao People's Democratic Republic	LA	031	Portugal	PT

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

ICO Code	Country or Region	ISO Code	ICO Code	Country or Region	ISO Code
042	Latvia	LV	125	Puerto Rico	PR
106	Lebanon	LB	126	Qatar	QA
247	Leeward Islands		103	Republic of Korea	KR
077	Lesotho	LS	265	Republic of Moldova	MD
107	Liberia	LR	171	Réunion	RE
108	Libya	LY	128	Romania	RO
199	Liechtenstein	LI	127	Russian Federation	RU
044	Lithuania	LT	028	Rwanda	RW
251	Luxembourg	LU	209	Saint Helena	SH
164	Macao	MO	226	Saint Kitts and Nevis	KN
025	Madagascar	MG	232	Saint Lucia	LC
109	Malawi	MW	129	Saint Pierre and Miquelon	PM
110	Malaysia	MY	233	Saint Vincent & the Grenadines	VC
214	Maldives	MV	194	Samoa	WS
111	Mali	ML	206	San Marino	SM
112	Malta	MT	161	Sao Tome and Principe	ST
182	Marshall Islands	MH	130	Saudi Arabia	SA
170	Martinique	MQ	131	Senegal	SN
113	Mauritania	MR	291	Serbia	RS
208	Mauritius	MU	210	Seychelles	SC
252	Mayotte	YT	032	Sierra Leone	SL
297	Melilla		132	Singapore	SG
016	Mexico	MX	300	Slovakia	SK
183	Micronesia (Federated States of)	FM	292	Slovenia	SI
205	Monaco	MC	242	Solomon Islands	SB
114	Mongolia	MN	133	Somalia	SO
290	Montenegro	ME	134	South Africa	ZA
224	Montserrat	MS	180	South Sudan	SS
115	Morocco	MA	063	Spain	ES
160	Mozambique	MZ	083	Sri Lanka	LK
080	Myanmar	MM	192	State of Palestine	PS
135	Namibia	NA	136	Sudan	SD
239	Nauru	NR	139	Suriname	SR
117	Nepal	NP	225	Svalbard and Jan Mayen Islands	SJ
061	Netherlands	NL	064	Sweden	SE
173	New Caledonia	NC	065	Switzerland	CH
070	New Zealand	NZ	138	Syrian Arab Republic	SY
017	Nicaragua	NI	306	Tahiti	
119	Niger	NE	089	Taiwan	TW
018	Nigeria	NG	285	Tajikistan	TJ
177	Niue	NU	033	Tanzania	TZ
240	Norfolk Island	NF	140	Thailand	TH
289	North Macedonia	MK	159	Timor-Leste	TL
204	Northern Mariana Islands	MP	026	Togo	TG
062	Norway	NO	178	Tokelau	TK
154	Oceania		243	Tonga	TO
116	Oman	OM	034	Trinidad & Tobago	TT
121	Pakistan	PK	066	Tunisia	TN
141	Turkey	TR	144	Uruguay	UY
286	Turkmenistan	TM	282	Uzbekistan	UZ
229	Turks & Caicos Islands	TC	118	Vanuatu	VU
186	Tuvalu	TV	036	Venezuela	VE
035	Uganda	UG	145	Viet Nam	VN
179	Ukraine	UA	245	Wallis & Futuna Islands	WF
120	United Arab Emirates	AE	155	Western Sahara	EH
068	United Kingdom	GB	248	Windward Islands	
369	United States of America	US	146	Yemen	YE
228	United States Virgin Islands	VI	149	Zambia	ZM
187	Unspecified		039	Zimbabwe	ZW

OTHER RELEVANT INFORMATION

Box 15 of the Certificate of Origin has been designed to collect additional information on a voluntary basis. It should be noted that the data entered in this field will be used in aggregated form only and details of individual shipment will not be disclosed. The areas of interest are:

- ***Box 15a:*** ***Resolution 420***: on the basis of the decision adopted by the Council (see Annex V), Members are invited to provide information on the quality of the green coffee in accordance with specific target defects and moisture contents:
  - "S": Full compliance with the target defect and moisture standards
  - "XD": Coffee does not conform to the target defect standard
  - "XM": Coffee does not conform to the target moisture standard
  - "XDM": Coffee does not conform to either standard (target defect and moisture)
- ***Box 15b:*** ***Special characteristics***: if the coffee covered by the Certificate of Origin has special characteristics (e.g., it is covered by a certification/verification programme or is classified as speciality/gourmet). Annex VI provides a detailed list of such special characteristics, which will be kept under review and regularly updated. Information on the special characteristics should be entered in the space provided by using the name(s) or corresponding identification code(s). More than one name or code may be indicated, if appropriate.
- ***Box 15c:*** ***Harmonised System (HS) code:*** in order to match the coffee being shipped with its HS code, it is requested that the appropriate commodity description code be entered in this box (please see the list below for the HS codes for each form of coffee).

Form of coffee	HS code	Description
Green	0901.11	Coffee, not roasted, not decaffeinated
	0901.12	Coffee, not roasted, decaffeinated
Roasted	0901.21	Coffee, roasted, not decaffeinated
	0901.22	Coffee, roasted, decaffeinated
Soluble	2101.11.00	Extracts, essences and concentrates of coffee
	2101.12.92	Preparations with a basis of extracts, essences and concentrates of coffee
	2101.12.98	Preparations with a basis of coffee

- ***Box 15d:*** ***Information on the value of the shipment:*** in order to match monthly reports that indicate volume and values by destination, Members are invited to enter the FOB value of the coffee being shipped in national currency, in US dollars (US$) or in Euros (€).

- ***Box 15e:*** ***Additional optional information***: an extra box is available for use by Members as necessary. The information provided would not be relevant to the Organization's database and would be used only for internal purposes at origin. This may also be used for messages from exporting Members relating to the coffee shipment.

International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ICC Resolution No. 420

21 May 2004
Original: English

E

International Coffee Council
Ninetieth Session
19 – 21 May 2004
London, England

Resolution number 420

APPROVED AT THE THIRD PLENARY MEETING,
21 MAY 2004

Coffee Quality-Improvement Programme – Modifications

WHEREAS:

By Resolution number 406 the International Coffee Council established a Quality Committee to be responsible for drafting and presenting, through the Executive Board, recommendations to the Council for a Coffee Quality-Improvement Programme;

The Committee agreed a series of recommendations contained in document EB-3806/02 that led to the adoption by the Council of Resolution number 407;

The Programme comprised a first stage that commenced on 1 October 2002. An assessment of the Programme, its progress, costs and impact on quality and prices was presented to the Council in September 2003;

The Executive Board has reviewed the operation of the Programme and considered new comments and proposals submitted by Members; and

In the light of these proposals it is deemed appropriate to take steps to adjust the Programme,

THE INTERNATIONAL COFFEE COUNCIL

RESOLVES:

1. To replace the measures established under Resolution number 407 by those indicated in paragraphs 2 to 11 below.

Action from 1 June 2004

A. Target quality standards for coffee

2. The ICO adopts quality standards for exported coffee that must be met to be labelled as "S" coffee on the ICO Certificate of Origin:

(a) for Arabica, not to have more than 86 defects per 300 g sample (New York green coffee classification/Brazilian method, or equivalent[1]); and, for Robusta, not to have more than 150 defects per 300 g (Vietnam, Indonesia, or equivalent);

(b) for both Arabica and Robusta, not to have a moisture content below 8% or in excess of 12.5%, measured using the ISO 6673 method.

3. Where moisture percentages below 12.5% are currently being achieved, exporting Members shall endeavour to ensure that these are maintained or decreased.

4. Exceptions to the 12.5% maximum moisture content shall be permitted for speciality coffees that traditionally have a high moisture content, e.g. Indian Monsooned coffees. Such coffees shall be clearly identified by a specific grade nomenclature.

B. Certificates of Origin

5. Bearing in mind the voluntary nature of this Programme, in order to indicate the quality of coffee being exported, exporting Members are requested to complete Box 17 in the ICO Certificate of Origin used to accompany each shipment of coffee as follows: "S" if consignments of coffee comply with the target defect and moisture standards; "XD" if the

[1] *As an example of what is meant by "equivalent", 20 broken beans shall be considered as equal to 1 defect rather than 5 broken beans per defect in the case of coffees containing large numbers of broken beans arising naturally, as a feature of a particular cultivar. Such coffees shall be clearly identified by a specific grade nomenclature.*

coffee does not conform to the target defect standard, “XM” if the coffee does not conform to the target moisture standard and “XDM” if the coffee does not conform with either standard. Speciality coffees as described in paragraph 4 of this Resolution may be marked “S” together with their specific grade nomenclature even if they do not meet the target moisture standard.

C. Cooperation by importing Members

6. Importing Members should endeavour to support the objectives of the Programme as appropriate.

D. Measures to be taken in cases of non-compliance

7. If through the normal course of trade it is found that coffee marked “S” fails to comply with the target standards, importing Members may notify the ICO of such shipments.

E. Measures for controlling the application of the standards by Members

8. Each exporting Member is requested to develop and implement national measures with the objectives of maximising the quality of coffee produced and ensuring that exports of green coffee shall be described as indicated in paragraph 5 above.

F. Future research

Alternative uses for coffee

9. Members are encouraged to identify sources of external finance from appropriate institutions for studies and measures that support the implementation of the Programme and, in particular, efforts to identify and put into practice cost-effective alternative uses for coffee which does not conform with the standards indicated in Section A.

Grading and labelling systems

10. In particular, Members are encouraged to study the potential advantages of existing private sector grading and labelling systems for improving the income of coffee producers.

G. Reporting

11. Members shall report to the Council on measures they have taken to implement this Resolution and inform the Council of any difficulties in this connection. If such be the case the Council, if so requested by a Member, may agree to give that Member time to resolve such difficulties.

SPECIAL CHARACTERISTICS

The list below names some of the special characteristics relevant to specific coffee shipments at the time these Rules are published. It will be kept under review and updated to include additional changes to programmes or special characteristics (including programmes/verification schemes), as appropriate.

Code	Special characteristics
(a)	Speciality/gourmet coffee
(b)	4C Association
(c)	Eurepgap
(d)	FLO International (Fairtrade)
(e)	*Q Coffee* System
(f)	Rainforest Alliance
(g)	Smithsonian Migratory Bird Center ('Bird friendly')
(h)	UTZ Certified
(i)	Corporate Standards (e.g. Nestlé AAA, Starbucks C.A.F.E. Practices, etc.)
(j)	Fair Trade USA
(k)	Other (please specify)

SPECIMEN SPREADSHEET FOR DATA ENTRY
CERTIFICATES OF ORIGIN
[MONTH/YEAR]

Coffee year	Country of Origin	Port of Origin	Serial Number	Net weight	Unit of weight	Date of customs (DD/MM/YY)	Country of destination (name or code)	Form of coffee	Type of coffee	Method of processing	Mode of shipment 1/	Additional information 2/	Quality (Res. 420) 3/	Special characteristics 4/	Harmonised System code 5/	Value national currency ( ) US$ ( ) € ( )

1/ Bags in containers (BC); Bulk in containers (BB); Other (OT)
2/ Organic certified; organic uncertified; decaffeinated; organic certified and decaffeinated; organic uncertified and decaffeinated.
3/ For green coffee only. See ICC Resolution 420.
4/ For specific certification/verification programmes see Annex VI.
5/ Harmonised System code for the coffee covered by the Certificate of Origin. See list in Annex IV.