INTERNATIONAL COFFEE ORGANIZATION

JC 13/25 Rev. 1

29 August 2025
Original: English

Joint Committee
5th Meeting
17 September 2025
London, United Kingdom

Procedures for the submission and evaluation of proposals for ICO initiatives

Background

1. Pursuant to the Terms of Reference (ToR) of the Joint Committee (JC), contained in document ICC-136-11, the Committee shall be responsible for carrying out activities and making recommendations to the Council on *all matters* concerning, *but not limited to*, projects, statistics, promotion and market development and the Consultative Forum on Coffee Sector Finance. In this context, when translated into concrete actions, such "matters" shall be referred to as "initiatives".

2. Pursuant to Article 34 of the International Coffee Agreement (ICA) 2007, the International Coffee Council (ICC) shall adopt an annual work programme of studies, surveys and reports, with estimated resource requirements.

3. At its second meeting held on 12 March 2025, the JC noted the absence of existing procedures for consultations with Members on proposed initiatives, including for their submission and evaluation. The JC then decided to define procedures at the 3rd meeting of the JC.

4. At the 4th meeting of the JC held on 19 August 2025, it was agreed that the draft procedures for the submission and evaluation of proposals for ICO initiatives contained in document JC-13/25 would be revised to take into account the comments shared by Members.

5. **Annex I** contains a revised draft proposal of said procedures.

Action

The Committee is requested to consider and, if appropriate, to recommend for the approval of the International Coffee Council the procedures for the submission and evaluation of proposals for ICO initiatives contained in **Annex I**.

Annex 1: Procedures for the submission and evaluation of proposals for ICO initiatives

1. The ICO Secretariat shall organize an annual consultation with Members with a view to adopting a yearly work programme of studies, surveys, reports, and projects (hereinafter referred to as "initiatives").

2. Members and the Executive Director may submit proposals for new initiatives falling within the mandate of the Joint Committee, either during the sessions of the International Coffee Council or at the meetings of the Joint Committee.

3. The consultation process shall commence following the Spring Session of the Council and shall focus on initiatives to be submitted for deliberation and decision regarding their approval during the Autumn Session, with a view to implementation in the subsequent coffee year. The consultation process shall begin at least six weeks prior to the Joint Committee meeting when the proposals will be initially discussed and evaluated.

4. Documents containing translations into all official languages of the Organization, of proposals submitted by Members or the Executive Director, as well as other relevant information, shall be published and made available by the ICO Secretariat before the start of the consultation process (hence, at least six weeks prior to the first Joint Committee meeting convened to analyse them).

5. During this consultation process, prior to the scheduled meetings of the Joint Committee, Members will be invited to provide comments on the proposals presented. The ICO Secretariat will compile and circulate an additional document containing all received observations in the official languages.

6. The Joint Committee shall be requested to reach consensus on the proposed initiatives, with a view to submitting recommendations for the Council's consideration and approval no later than three weeks prior to its Autumn Session.

7. Following the adoption of the annual work programme by the International Coffee Council, the ICO Secretariat shall prepare a detailed description for each approved initiative, outlining its objectives, purposes, planned activities, methodology, estimated resource requirements, timeline, and performance indicators.

8. Detailed descriptions of each initiative approved by the Council, shall be circulated to Members in a document published in the official languages at least six weeks prior to the next Joint Committee meeting. The Joint Committee shall convene to appraise, review, and approve the

detailed suggested plans submitted by the ICO Secretariat prior to the commencement of implementation.

9. Once prepared, the results of approved studies, surveys, technical reports, and other documents shall be submitted by the ICO Secretariat to the Joint Committee for appraisal, prior to their broad dissemination.