INTERNATIONAL COFFEE ORGANIZATION

JC 13/25

23 May 2025
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Joint Committee
3rd Meeting
16 June 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. 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.

2. 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. As a result, a decision was made to test procedures during a first round of consultations with Members on the initiatives proposed by the ICO Secretariat for coffee year 2024/25.

3. **Annex I** contains a draft of said procedures, whose effectiveness and suitability will be assessed and fine-tuned during the third meeting of the JC on 16 June 2025 based on the outcomes of the first test.

4. Due to delays in the cycle for coffee year 2024/25, it is proposed that the consultation process for initiatives for coffee year 2025/26 follow an exceptional timeline. Said consultation process would begin by 15 January 2026 to allow time for initiatives to be considered at the Spring 2026 Council Session. Proposals for coffee year 2026/27 will follow the regular timeline.

Action

The Committee is requested to consider and, if appropriate, to recommend for approval of the International Coffee Council i) the procedures for the submission and evaluation of proposals for ICO initiatives contained in Annex I; ii) the exceptional timeline proposed in paragraph 4.

Procedures for the submission and evaluation of proposals for ICO initiatives

1. The ICO Secretariat will organize an annual consultation with Members to identify priority areas for specific statistical analysis, research, reports and activities (hereinafter referred to as 'initiatives'). Members will be requested to submit the following:

i) Feedback on initiatives within the mandate of the JC proposed by the ICO Secretariat;
ii) Proposals for new initiatives submitted by the Members.

2. The consultation process shall begin after the Spring Session of the Council and refer to initiatives to be approved at the Autumn Session of the Council and implemented in the following coffee year. The consultation process shall start at least six weeks before the next JC meeting at which the proposals will be discussed and their levels of priority will be determined.

3. Translations into all ICO official languages of potential proposals from the ICO Secretariat and of other relevant documents shall be made available at least four weeks before the JC meeting.

4. All proposals from the Members or comments on proposals from the ICO Secretariat shall be submitted to the ICO Secretariat. Submissions will be made available to all Members via a SharePoint link or alternative format. Only written comments shared by the agreed deadline will be taken into account.

5. Based on the proposals and written comments received, the ICO Secretariat will prepare an overview, and the JC will be asked to reach a consensus on the proposed initiatives and/or to determine their levels of priority. If appropriate, said initiatives will then be recommended for the approval of the ICC.

6. Based on the initiatives approved by the ICC, the ICO Secretariat shall elaborate a detailed description of the objectives, purpose, activities, methodology, resources needed, partners, timeline and performance indicators for each initiative. All of the foregoing shall be approved by the JC before implementation commences.