



28 November 2025

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**Submission of proposals for initiatives for
coffee year 2026/27**

1. The Executive Director wishes to **invite Members to submit proposals for initiatives** to be considered for inclusion in the Programme of Activities (PoA) for coffee year 2026/27. Submissions will be received by the Joint Committee (JC) or the International Coffee Council (ICC). The submitted initiatives will then be open for comments and inputs from all Members before being reviewed by the JC and considered for approval by the ICC, in accordance with the Terms of Reference of the JC ([ICC-136-11](#)) and the Procedures for the submission and evaluation of proposals for ICO initiatives ([JC-13/25 Rev. 2](#)).
2. Proposals must be sent to the ICO Secretariat **by 27 February 2026**. Further information on their scope, eligibility requirements, and the submission process is contained in **Annex I**. A template for the submission of an initiative can be found in **Annex II**.

SUBMISSION PROCESS FOR PROPOSALS FOR INITIATIVES FOR COFFEE YEAR 2026/27

Definition and scope of initiatives

1. For the purpose of the PoA, “initiatives” comprise, but are *not limited to*, studies, surveys, technical reports, analytical work, and projects falling within the mandate of the JC. In accordance with paragraph 2 of the Terms of Reference of the JC, initiatives may address any of the following:
 - (a) **Projects:** thematic priorities;
 - (b) **Statistics:** improvements in data collection, analysis and access, type of information collected, capacity development of Members for statistics, specific data or market analysis;
 - (c) **Promotion and market development:** initiatives related to market access, regulatory analysis and implementation, value chain, consumption, quality improvement, information campaigns, and related studies;
 - (d) **Coffee sector finance:** initiatives related to risk-management, access to finance, financial tools.
2. Initiatives may take the form of actions, concept notes, technical assessments, studies, partnerships, campaigns, specific analytical tasks or a combination of these.

Budget availability

3. Subject to the approval of the Administrative Budget for financial year 2026/27, it is anticipated that an envelope of approximately GBP 30,000 will be available to support the submitted initiatives, assuming the PoA budget remains consistent with that of coffee year 2025/26.

Eligibility to submit proposals

4. Pursuant to paragraph 2 of Annex I of the Procedures, proposals may be submitted by:
 - (a) ICO Members (exporting or importing); or
 - (b) The Executive Director of the ICO.
5. Members may consult their national stakeholders during the preparation of proposals; however, submissions must be formally transmitted by the ICO Member to the ICO Secretariat.

Submission requirements

6. Proposals submitted at this stage may remain concise and high level. Detailed descriptions will be prepared by the Secretariat following the ICC's approval of the proposed initiatives, as provided in paragraph 7 of Annex I of the Procedures. Members are requested to use the **template provided in Annex II** and provide the following information:

- (a) Proposing Member;
- (b) Title of initiative;
- (c) Stakeholders involved in the proposal of the Member country;
- (d) JC domain: Projects / Statistics / Promotion & Market Development / Coffee Sector Finance;
- (e) Thematic domain and rationale;
- (f) Expected deliverables (study, survey, technical note, methodological review, etc.);
- (g) Description of topic / content;
- (h) Indicative resource needs (optional); and
- (i) Possible partners or stakeholders (optional).

Process timeline

7. In accordance with paragraphs 3–8 of Annex I of the Procedures, the following timeline will apply:

- (a) Proposals must be submitted to the ICO Secretariat (Veronica Ottelli, Secretariat and External Relations Officer – ottelli@ico.org) by **27 February 2026**, who will provide them to the JC and ICC to be noted.
- (b) Following the Spring Session of the Council (March 2026), the ICO Secretariat shall prepare and circulate documents detailing the proposals in all four official languages of the Organization so that Members can comment on the submitted proposals. Members will receive the translated proposals **at least six weeks before** the first meeting of the Joint Committee to analyse them (tentatively scheduled for June/July 2026).
- (c) Proposals and comments submitted by Members during the six-week consultation period will be reviewed, appraised and discussed at the aforementioned Joint Committee meeting.

- (d) The Joint Committee shall convene as many times as necessary to reach consensus on the recommendations to be submitted to the Council.
- (e) Recommendations to the Council must be shared no later than three weeks prior to its Autumn Session (September 2026), during which Members may, if appropriate, approve the initiatives recommended by the Joint Committee.
- (f) The ICO Secretariat shall prepare a detailed description of the approved initiatives and circulate this information to all Members in all official languages of the Organization. The Joint Committee will then reconvene to appraise, review, and approve the detailed implementation plans prior to their execution.

**TEMPLATE FOR SUBMISSION OF PROPOSAL FOR
INITIATIVES FOR COFFEE YEAR 2026/27**

	Item	Information
1	Proposing Member	
2	Title of initiative	
3	Stakeholders involved in the proposal of the Member country	
4	JC domain: Projects / Statistics / Promotion & Market Development / Coffee Sector Finance	
5	Thematic focus and rationale	
6	Expected deliverables (study, survey, technical note, methodological review, etc.)	
7	Short description of focus	
8	Indicative resource needs (optional)	
9	Possible partners (optional)	