



Organización Internacional del Café  
Organização Internacional do Café  
Organisation Internationale du Café

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**La durabilité dans le secteur du café :  
Étude des possibilités pour la  
coopération internationale  
8 et 9 décembre 2003**

Le Directeur exécutif présente ses compliments et a l'honneur de joindre ci-après, à la demande de l'Institut international du développement durable (IIDD) qui est attaché à la plus grande représentation possible des producteurs, un ensemble de documents d'inscription à la réunion CNUCED/IIDD "La durabilité dans le secteur du café : Étude des possibilités pour la coopération internationale – Évaluation et mise en œuvre", organisée à l'intention des multiples parties prenantes. La réunion aura lieu à Genève (Suisse) les 8 et 9 décembre 2003.



## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

### Registration Kit for the UNCTAD/IISD multi-stakeholder meeting “Sustainability in the Coffee Sector: Exploring Opportunities for International Cooperation—Assessment and Implementation”

This kit includes the following items:

1. Invitation to the meeting
2. General information on Geneva and logistics surrounding the meeting
3. Registration form
4. Financial assistance application form
5. Hotel Information
6. Draft Agenda
7. Sustainable Coffee Partnership Concept Outline

#### Please note the following important deadlines and dates:

|   |   |
|---|---|
| <b>October 27<sup>th</sup>, 2003</b>                | deadline for submission of application for financial assistance                                   |
| <b>October 31<sup>st</sup>, 2003</b>                | deadline for confirming booking of hotel under block reservation at the Hotel Chavannes de Bougis |
| <b>October 31<sup>st</sup>, 2003</b>                | Deadline for registration for the meeting (to secure place at reception)                          |
| <b>December 8<sup>th</sup>-9<sup>th</sup>, 2003</b> | Meeting date in Geneva  |

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## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

The joint UNCTAD/IISD Sustainable Commodity Initiative is pleased to invite you to its upcoming meeting on Sustainability in the Coffee Sector:

**SUSTAINABILITY IN THE COFFEE SECTOR: EXPLORING OPPORTUNITIES FOR INTERNATIONAL COOPERATION**  
**Assessment and Implementation**  
December 8th and 9th  
Palais des Nations, UNCTAD - Geneva

The meeting, which is being held as a follow-up meeting to a multi-stakeholder brainstorming workshop held February 17<sup>th</sup>-18<sup>th</sup> at UNCTAD in Geneva, will focus on assessing concrete opportunities for multi-stakeholder collaboration towards the implementation of sustainability in the coffee sector at the multi-lateral level. The two day meeting will discuss, among other things, the potential and interest in implementing a select range of global mechanisms for promoting sustainability on pilot basis including:

1. enhanced coordination among standards systems and among stakeholders in both defining and implementing sustainability across the sector at the global level.
2. the establishment of a Sustainable coffee (credit/grant) fund.
3. the establishment of systems for ensuring "sustainable" contractual relations in the coffee sector to promote sustainability (with particular attention to price, contract length and relationship to sustainable production practices)

The meeting will also serve as an opportunity to assess the potential and interest in establishing a global "Sustainable Coffee Partnership" as a platform for continued dialogue and collaboration on sustainability issues in the coffee sector.

Please note that the key objective of this meeting is to adopt a preliminary strategy for pursuing further work for ensuring sustainability in the coffee sector at the global level. ***Stakeholders will be asked to clearly identify specific strategies and means for moving this discussion forward along agenda themes.***

We look forward to seeing you in Geneva!

**Jason Potts**  
Coordinator  
Sustainable  
Commodity Initiative  
IISD

**Konrad Von Moltke**  
Senior Research  
Associate  
IISD

**Amos Taporai**  
Economics Officer  
Commodities Branch  
UNCTAD

**Mehmet Arda**  
Officer in Charge  
Commodities Branch  
UNCTAD

<http://www.iisd.org/trade/commodities/>

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## **SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003**

### **Sustainability in the Coffee Sector: Exploring Opportunities for International Cooperation Assessment and Implementation December 8th and 9th Palais des Nations, UNCTAD - Geneva**

#### **GENERAL INFORMATION**

The **Sustainable Commodity Initiative (SCI)** is a joint initiative of the United Nations Conference on Trade and Development (UNCTAD) and the International Institute for Sustainable Development (IISD). The principal objective of the SCI is to improve the social, environmental and economic sustainability of commodities production and trade by developing global, multi-stakeholder, market-based strategies for action on a sector-by-sector basis.

#### **CONFERENCE VENUE**

The **Sustainability in the Coffee Sector: Exploring Opportunities for International Cooperation** will take place in Geneva, at the Palais des Nations (Office des Nations Unies, 1211 Geneva 10, Suisse. Tel.: +41 22 917 1234, Fax +41 22 917 0234).

#### **ORGANISATION OF CONFERENCE**

The Conference is being organized by SCI – Sustainable Commodity Initiative, a joint initiative of the **United Nations Conference on Trade and Development (UNCTAD)** and the **International Institute for Sustainable Development (IISD)**. For more information about SCI, see <http://www.iisd.org/trade/commodities/sci.asp>

#### **REGISTRATION FOR CONFERENCE**

**Each person interested in attending the Conference is asked to fill out a Registration Form and, if appropriate (see below), Financial Assistance Form. There is no cost for registration. The forms should be returned to the organizer, Jason Potts, by October 31<sup>st</sup> to secure your place at the reception (Dec. 8<sup>th</sup>). Since we only have limited spaces, it is advised that you return the forms as early as possible.**



## **SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003**

### **FINANCIAL ASSISTANCE TO ATTEND CONFERENCE**

Due to funding constraints, financial support can only be provided for producers, not-for-profit institutions and associations (industry and/or producer). As a general rule, no funding is available for government or industry participants. Since we can only provide financial assistance to a small number of those eligible for funding, assistance will be granted in order to ensure the widest geographical and constituent representation possible. In the interests of reflecting needs, the following schedule will be used as a guide for providing assistance:

Producers and producer representatives will be eligible for reimbursement of:

- Airfare
- Hotel for three nights (must stay at prescribed hotel)
- 2 days per diem at a rate of: 116 Swiss Francs per day

Civil society and associations: Fixed funding at a rate of:

- \$500 US for European applicants;
- \$750 US for applicants from the Americas;
- \$1000 US for African and Asian applicants

**To be eligible for funding you must complete the registration and financial assistance application form by no later than October 27<sup>th</sup>.**

**Decision on the award of assistance will be made by October 31<sup>st</sup> 2003 to allow participants to make necessary travel arrangements.**

**On an exceptional basis, IISD can help with travel arrangements. Please indicate in your request if you cannot make your own travel arrangements.**

### **VISAS**

It is the responsibility of individual participants to ensure that they have a valid passport and, if necessary, a current visa for entry into Switzerland. IISD and UNCTAD cannot accept any responsibility if participants have invalid passport or fail to obtain the appropriate visa.

Please check with the Switzerland embassy in your country or with your travel agency and **notify us as soon as possible if you require a personalized invitation for visa purposes.**



## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

**Sustainability in the Coffee Sector: Exploring Opportunities for International Cooperation**  
Assessment and Implementation  
December 8th and 9th  
Palais des Nations, UNCTAD - Geneva

### Registration Form

*Please complete one form per participant and send it before October 31<sup>st</sup>, 2003 to*

**Please send completed form (preferably by email) to:**

**SCI Project coordinator**

**E-mail: [jpotts@iisd.ca](mailto:jpotts@iisd.ca)**

**Tel: +514 814-1967**

**Fax: +514 527-0612**

**Address: 4062 Mentana Montréal, Québec – Canada H2L 3S2**

### PARTICIPANT

Full Name:

(Please use block capitals when completing this form)

Title: Dr.  Prof.  Mr.  Mrs.  Miss  Ms.   
(Please tick one box only)

Position:

Organisation:

Mail Address:

City, Country:

E-mail:

**(important)**

Telephone:

Fax:

My organisation is: *(Please tick appropriate option.)*

- Producer/Producer Representative   
*(Please give a brief description and website address of your organisation)*
- Industry   
*(Please give a brief description and website address of your organisation)*

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## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

- Government   
*(Please give a brief description and website address of your organisation)*
- Non- governmental organisation   
*(Please give a brief description and website address of your organisation)*
- Researcher   
*(Please give a brief description and website address of your or your organization's specialization)*

### SIMULTANEOUS INTERPRETATION

Do you require simultaneous interpretation?

Yes  No

I prefer to participate in the following language:

English     French     Spanish

### SUSTAINABLE COFFEE PARTNERSHIP SURVEY

Please refer to the Concept Outline in responding to these questions at the end of this document. Responses are tentative alone and are not meant to signal formal commitments by individuals or their respective institutions.



## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

1. Would your institution be interested in joining the global Sustainable Coffee Partnership:

Yes  No

2. Which of the following areas would be of greatest relevance to you or your institution's expertise and interests (check all relevant):

Economic issues  Social issues  Environmental issues

3. In addition to your or your institution's role as a stakeholder, what do you think you or your institution *could* bring to such a partnership:

Financial support  Management support  Research support  Other in-kind support (please specify) \_\_\_\_\_

4. What do you think the main priorities of such a partnership should be?

5. Other comments:

Thank You!





## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

### FINANCIAL ASSISTANCE FORM

*Please complete one form per participant and send it before October 31<sup>st</sup> to*

**Please send completed form (preferably by email) to:**

**SCI Project coordinator**

**E-mail: [jpotts@iisd.ca](mailto:jpotts@iisd.ca)**

**Tel: +514 814-1967**

**Fax: +514 527-0612**

**Address: 4062 Mentana Montréal, Québec – Canada H2L 3S2**

### PARTICIPANT

*Please fill in this form only if you are an individual, an Association or NGO and you request that SCI help cover costs related to participation in the meeting*

Participant Name:

Position:

Organization:

Country:

#### 1. I would like to be considered for financial assistance.

- As a producer or producer representative
- As an association or NGO-
  - From Europe
  - From the Americas
  - From Africa or Asia

Please explain in a few words what you will contribute to this meeting and how you intend to share the information with other partners in you country.

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## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

### HOTEL INFORMATION

**Due to numerous activities taking place in Geneva at the same time, we are urging participants to reserve their hotel room before our deadline of October 31<sup>st</sup>. Past that date, we will not be able to keep our provisional reservations. Participants booking their own accommodation after this may find it difficult to locate space.**

### ACCOMMODATION

Based on available rooms, participants may arrange for their accommodation by communicating with Mimi Mailloux at: [mmailloux@thomascook.ca](mailto:mmailloux@thomascook.ca) or by phone at: 514-745-3990 or by fax at 514- 745-5852.

Provisional reservations (under the name of the Sustainable Commodity Initiative) at specially negotiated rates have been made in Hôtel Chavannes-de-Bougis, Best Western. The hotel is outside of Geneva proper (10 minutes), but provides direct shuttle service to and from the Airport. The meeting organizers will provide transportation from the hotel to the Palais des Nations.

Participants are, of course, welcome to book their own rooms in other hotels according to their own priorities. Regardless, accommodation bookings should be made as soon as possible as there are a number of parallel events in Geneva and hotel availability is scarce.

**Please note that all unconfirmed pre-booked rooms at the Hôtel Chavannes de Bougis will be cancelled October 31<sup>th</sup>.**

### CANCELLATIONS

- Participants booking their own accommodation: contact hotel directly

### FURTHER INFORMATION:

If you require further information and assistance, please contact:

SCI, in Montreal : Jason Potts, [jpotts@iisd.ca](mailto:jpotts@iisd.ca) , tel +514-814-1967, fax +514-527-0612

SCI, in Geneva : Mehmet Arda, [mehmet.arda@uncatd.org](mailto:mehmet.arda@uncatd.org), tel + 41-22-907-5790



## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

### PROPOSED AGENDA

#### DAY 1: INSTRUMENTS FOR SUSTAINABILITY IN THE COFFEE SECTOR

|              |   |                               |
|--------------|---|-------------------------------|
| 10:00-10:30  | <b>Introduction and opening with Rubens Ricupero (Secretary General, UNCTAD)</b>  | <b>Documents</b>              |
|              | <ul style="list-style-type: none"> <li>• Description of the objectives of the Conference</li> </ul>   |                               |
|              | <ul style="list-style-type: none"> <li>• Description of the work that has been done since Feb. 2002</li> </ul>  |                               |
| 10:45-12:15  | <b>TOOL #1 : Sustainable Coffee Fund</b>  |                               |
| 45 minutes   | <ul style="list-style-type: none"> <li>• <b>Panel</b> <ul style="list-style-type: none"> <li>○ Presentation of research on the potential for a Sustainable Coffee Fund</li> </ul> </li> </ul>   | <b>SCF1<br/>SCF2<br/>SCF3</b> |
| 40 minutes   | <ul style="list-style-type: none"> <li>• <b>Discussion</b> <ul style="list-style-type: none"> <li>○ General comments on the presentations</li> <li>○ What is the promise for this type of initiative?</li> <li>○ What are the most important barriers for this type of initiative?</li> </ul> </li> </ul> |                               |
| 12:15-14:00  | <b>Lunch</b>  |                               |
| 14:00-15:15  | <b>TOOL #2 : Sustainable Contracts</b>  |                               |
| 30 minutes   | <ul style="list-style-type: none"> <li>• <b>Panel</b> <ul style="list-style-type: none"> <li>○ Presentation of research on the potential of establishing contractual terms for promoting sustainability</li> </ul> </li> </ul>  | <b>SC1<br/>SC2</b>            |
| 45 minutes   | <ul style="list-style-type: none"> <li>• <b>Discussion</b> <ul style="list-style-type: none"> <li>○ General comments on the presentations</li> <li>○ What is the promise for this type of initiative?</li> <li>○ What are the most important barriers for this type of initiative?</li> </ul> </li> </ul> |                               |
| 15:15: 15:30 | <b>Coffee Break</b>   |                               |
| 15:30-17:00  | <b>TOOL #3 : Standards Initiatives</b>  |                               |
| 45 minutes   | <ul style="list-style-type: none"> <li>• <b>Panel</b> <ul style="list-style-type: none"> <li>○ Presentation of research on opportunities for collaboration between standards initiatives</li> </ul> </li> </ul>   | <b>CCS1<br/>CCS2<br/>CCS3</b> |
| 45 minutes   | <ul style="list-style-type: none"> <li>• <b>Discussion</b> <ul style="list-style-type: none"> <li>○ General comments on the presentations</li> <li>○ What is the promise for this type of initiative?</li> <li>○ What are the most important barriers for this type of initiative?</li> </ul> </li> </ul> |                               |
| 17:00        | <b>Adjourn</b>  |                               |
| 19:30        | <b>RECEPTION (location to be determined)</b>  |                               |



## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

### PROPOSED AGENDA

### DAY 2: COORDINATING SUSTAINABILITY STRATEGIES IN THE COFFEE SECTOR

|             |  |             |
|-------------|--|-------------|
| 9:45-10:00  | <b>Introduction</b>  |             |
| 10:00-10:30 | <ul style="list-style-type: none"> <li>• <b>Summary of the previous day -</b> <ul style="list-style-type: none"> <li>○ <b>Tool # 1 – Sustainable Coffee Fund</b></li> <li>○ <b>Tool # 2 – Sustainable Contracts</b></li> <li>○ <b>Tool # 3 – Standards Initiatives</b></li> </ul> </li> </ul>  |             |
| 10:30-10:45 | <b>Presentation on Legal Issues Relevant to Multi-lateral/Multi-stakeholder action (Competition Policy and International Trade Policy)</b>   | <b>LI1</b>  |
| 10:45-11:30 | <ul style="list-style-type: none"> <li>• <b>Discussion: Options for Follow-up on Sustainable Contracts, Standards Initiatives and a Sustainable Coffee Fund</b> <ul style="list-style-type: none"> <li>○ <i>What kind of priority should be given to each type of tool</i></li> <li>○ <i>Identification of interested parties for further work on specific tools</i></li> <li>○ <i>Potential pilot projects</i></li> <li>○ <i>Potential collaborators and funders for further work on specific tools</i></li> <li>○ <i>Etc.</i></li> </ul> </li> </ul> |             |
| 11:30-11:45 | <b>Coffee Break</b>  |             |
| 11:45-12:45 | <b>Presentation of the Sustainable Coffee Partnership</b> <ul style="list-style-type: none"> <li>• <i>Presentation of preliminary steering committee</i></li> <li>• <i>Presentation of draft action plan for comment</i></li> </ul>  |             |
| 12:45-2:45  | <b>Lunch</b>   |             |
| 14:00-15:30 | <b>A Sustainable Coffee Partnership</b>  |             |
| 90 minutes  | <ul style="list-style-type: none"> <li>• <b>Discussion and Consultation</b> <ul style="list-style-type: none"> <li>○ <i>Participants will be asked to comment on proposed:</i> <ul style="list-style-type: none"> <li>○ <i>Objectives</i></li> <li>○ <i>Structure</i></li> <li>○ <i>Implementation strategy</i></li> <li>○ <i>Etc...</i></li> </ul> </li> </ul> </li> </ul>  | <b>SCP1</b> |
| 15:30-15:45 | <b>Coffee Break</b>  |             |
| 15:45-16:30 | <b>Wrap-up on directions for further work</b>  |             |
| 45 minutes  | <ul style="list-style-type: none"> <li>• <b>Discussion</b></li> </ul>  |             |
|             | <ul style="list-style-type: none"> <li>• <b>Closing of the Conference</b></li> </ul>   |             |



## SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003

### Concept Outline: Sustainable Coffee Partnership

#### *Rationale and Overview:*

As one of the most important commodities in terms of value traded globally, coffee plays a crucial role in the livelihoods of millions of rural households across the developing world. In addition to the estimated 25 million small coffee farmers who depend directly upon coffee as their primary source of income, coffee contributes significantly to foreign exchange earnings and plays a leading role in determining opportunities for employment and infrastructure development in more than 50 developing countries. The breadth and intimacy of the relationship between coffee producers and a host of intermediary institutions along the coffee supply chain makes the sector of critical importance to sustainable development at the local, regional and global levels.

Growing instability in global coffee markets combined with intensification of production and trading practices around the world over the past several decades has placed producers and their communities in a state of unprecedented vulnerability. In response to this, a number of initiatives addressing specific sustainability issues along the coffee supply chain have been launched over the past decade and a half. Although the mechanisms used by these initiatives vary considerably, there has been a notable growth in the use of supply chain management and related market-based instruments for improving:

- market information and communication along the supply chain
- overall supply chain efficiency
- capacity building among producers
- infra-structure development for producers
- environmental conditions related to production
- economic returns for producers

The growth in the number of such initiatives has clearly had a beneficial impact on the sustainability of the coffee sector. The development of new consumer markets around specific sustainability concepts is but one example of how such initiatives have brought new benefits to producers and others along the supply chain. However, the growing diversity of initiatives and players involved has also given rise to new obstacles that threaten to prevent those most in need from reaping the full benefits available from such efforts. Some of the challenges currently facing the coffee sector as a result of the multiplicity of initiatives include:

- growing confusion among producers, industry, consumers and policy makers on what sustainability means within the sector
- new barriers to accessing and entering “sustainable markets” for producers
- reduced efficiency, economies of scale and overall impacts of sustainability efforts
- lack of clarity on the relationship between supply chain sustainability strategies and macro-sustainability strategies for the sector



## **SUSTAINABLE COMMODITY INITIATIVE – SCI - 2003**

The current context of growth and diversity among existing sustainability initiatives presents a significant opportunity for improved impact through a process of enhanced inter-initiative coordination. UNCTAD and IISD, under the auspices of the Sustainable Commodity Initiative, propose the establishment of a global multi-stakeholder Sustainable Coffee Partnership. By bringing together producers, industry, civil society and public policy makers, such a partnership would provide a unique opportunity for the development of a truly global and integrated approach to sustainability for the coffee sector as called for by Agenda 21 and reaffirmed at the Johannesburg Earth Summit.

Although the tasks and operational mandate of such a partnership is ultimately for stakeholders to decide, such a partnership could provide a forum for:

- information exchange on issues related to the sustainability of coffee production and trade, including the publication of professional bulletin on sustainability issues
- developing, refining and implementing global market-based sustainability instruments for the coffee sector
- identifying, clarifying, disseminating and implementing global principles and standards for sustainable production and trade of coffee
- the development of a multi-stakeholder/multi-lateral sustainable development strategy for the coffee sector
- generating coordinated financial support and related policy mechanisms for promoting the adoption of sustainable production and trading practices

Over the next few months, the Sustainable Commodity Initiative will be developing a draft Sustainable Coffee Partnership action plan for stakeholder consideration and comment. Your input into this process is greatly appreciated.