



**INTERNATIONAL
COFFEE
ORGANIZATION**

CPPTF 5/22

18 March 2022
English only

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Coffee Public-Private Task Force (CPPTF)/
International Coffee Council
132nd Session
31 March and 1 April 2022
London, United Kingdom

**Coffee Public-Private Task Force:
Budget/Expenditures 2021 and
draft Budget 2022**

Background

1. As in 2021, the Task Force has been asking again all the companies' signatories of the London Declaration and members of the Task Force, to contribute to the 2022 operational budget of the Task Force which is largely covered by contributions from ICO Members.
2. The 2022 Budget was presented at the 8th CPPTF meeting on 24 February 2022 and endorsed by the members. However, as not all private sector Sherpas were attending the meeting a note was now sent to all companies for no objection to budget contribution.
3. These funds are not part of the ICO Budget but managed and administered in a trust fund specifically set up for private sector contributions and are annually audited.

Action

The Council is requested to note the attached draft budget 2022.



Pre-Read 6

Coffee Public-Private Task Force: Budget/Expenditures 2021 and draft Budget 2022

DRAFT 16 February 2022

1. Budget 2021 – Summary of expenditures

CPPTF OPERATIONAL BUDGET 2021-22 (GBP)	2021					
	(1) ICO Budget contribution (ICO Members)	(2) Donors contribution (ICO Members)	(3) Private Sector Contribution (Trust Fund)	(4) Total Budget (1)+(2)+(3)	(5) Expen.	(6) Residual 2021 (4) - (5)
1. Overall Management/operations Integration with ICO WP & ICC	120,000	-	-	120,000	120,000	-
2. CPPTF Coordination including TW5 Sector Coordination, Resource Mobilisation, stakeholders engagement/expansion	-	150,000	30,000	180,000	157,500	22,500
3. TWS Facilitation						
3.1 TW1 - Prosperous and Living Income	-	35,000	-	35,000	35,000	-
3.2 TW2 - Market Transparency	-	35,000	-	35,000	35,000	-
3.3 TW3 - Policy/Institutions/fund/transformation	-	35,000	-	35,000	35,000	-
3.4 TW4 - Resilient Coffee Landscape	-	12,000	23,000	35,000	35,000	-
Total Facilitation TWS 1-4	-	117,000	23,000	140,000	140,000	-
4. Implementation Roadmap						
4.1 Quick wins	-	34,000	26,000	60,000	39,497	20,503
4.2. implementation in exporting countries	-	-	-	-	-	-
Total Implementation	-	34,000	26,000	60,000	39,497	20,503
5. Meetings and logistics						
5.1 TF meetings (online/hybrid for 3 meetings)	-	-	-	-	-	-
5.2 CGLF (facilitation: preparation, implementation, post-event, venue or online facility, logistics support..)	-	-	20,000	20,000	16,780	3,220
Total Meetings CPPTF/CGLF	-	-	20,000	20,000	16,780	3,220
6. M&E system set up and support/	-	-	-	-	-	-
7. audit of Trust Fund and ICO tech/admin. infrastructure	3,000	-	7,000	10,000	10,000	-
8. CPPTF Communication and support	17,000	-	3,000	20,000	23,220	(3,220)
Total M&E, communication, logistics, Admin	20,000	-	10,000	30,000	33,220	(3,220)
9. Contingency						
10. TOTAL GBP	140,000	301,000	109,000	550,000	506,997	43,003

1.2 Remarks expenditures 2021

- The Budget 2021 for the operation of the CPPTF, the Technical Workstreams, Quick wins and CGLF was £550,000
- Public Sector Resources (80.2%)
 - (ICO members through contribution to the ICO budget, Donors (Germany and Switzerland) and private sector.
 - Donors funding was not channelled through ICO accounts but as direct provision of expertise and support.
- Private Sector resources (19.8%)
 - Contribution by CPPTF members
- A savings of £43,003 was achieved thanks to lower fees negotiated with experts/short-term consultant and saving in coordination and support to CPPTF and TWs operation.
- Reduction in the cost for the 3rd CGLF (£3,220) was utilised for communication consultancy.

2. Draft Proposal Budget CPPTF 2022 - Summary

Budget-line	W/m	Total GBP
ICO Staff	8.0	120,000
CPPTF Coordination	21.0	185,000
Long-term consultants (TWS Facilitator)	10.0	80,000
Filed Implementation		1,142,000
Short-term consultants (quickwins/services)	4.0	60,000
CPPTF/CGLF meetings		26,500
Miscellaneous costs (comm/admin/IT)	6.0	50,500
Contingency costs		18,425
ICO Overhead trust fund (5%)		7,575
Grand Total		1,690,000

1 One Work/Month (w/m) is 21 work/days (w/d)

2 Overhead 5% is calculated on the in-cash contributions through the ICO Trust Fund.

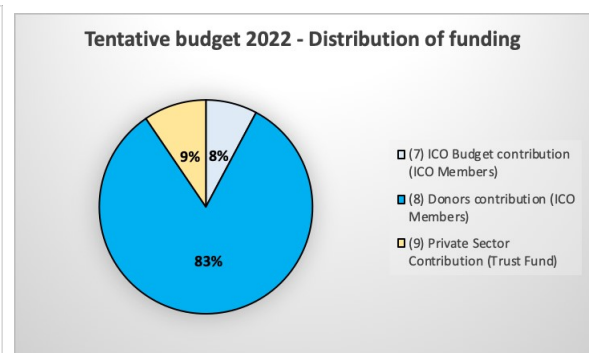
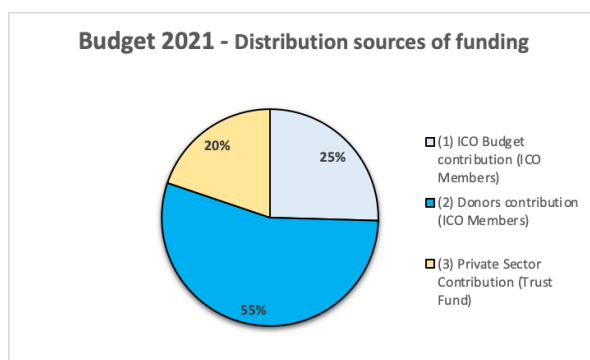
2.1 Draft Proposal Budget CPPTF 2022 - Details

CPPTF OPERATIONAL BUDGET 2022 (GBP)	2021	2022				
	(6) Residual 2021 (4) - (5)	Needed	(7) ICO Budget contribution (ICO Members)	(8) Donors contribution (ICO Members)	(9) Private Sector Contribution (Trust Fund)	(10) Total Budget (7)+(8)+(9)
1. Overall Management/operations Integration with ICO WP & ICC	-	120,000	120,000	-	-	120,000
2. CPPTF Coordination including TWS Sector Coordination, Resource Mobilisation, stakeholders engagement/expansion	22,500	185,000	-	150,000	35,000	185,000
3. TWS Facilitation						
3.1 TW1 - Prosperous and Living Income	-	20,000	-	20,000	-	20,000
3.2 TW2 - Market Transparency	-	20,000	-	20,000	-	20,000
3.3 TW3 - Policy/Institutions/fund/transformation	-	20,000	-	20,000	-	20,000
3.4 TW4 - Resilient Coffee Landscape	-	20,000	-	20,000	-	20,000
Total Facilitation TWS 1-4	-	80,000	-	80,000	-	80,000
4. Implementation Roadmap						
4.1 Quick wins	20,503	60,000	-	-	60,000	60,000
4.2. implementation in exporting countries	-	1,142,000	-	1,142,000	-	1,142,000
Total Implementation	20,503	1,202,000	-	1,142,000	60,000	1,202,000
5. Meetings and logistics						
5.1 TF meetings (online/hybrid for 3 meetings)	-	10,500	-	-	10,500	10,500
5.2 CGLF (facilitation: preparation, implementation, post-event, venue or online facility, logistics support..)	3,220	16,000	-	10,000	6,000	16,000
Total Meetings CPPTF/CGLF	3,220	26,500	-	10,000	16,500	26,500
6. M&E system set up and support/	-	40,000	-	-	40,000	40,000
7. audit of Trust Fund and ICO tech/admin. infrastructure	-	10,575	3,000	-	7,575	10,575
8. CPPTF Communication and support	(3,220)	7,500	7,500	-	-	7,500
Total M&E, audit, communication, logistics, Admin costs	(3,220)	58,075	10,500	-	47,575	58,075
9. Contingency						18,425
10. TOTAL GBP	43,003	1,671,575	130,500	1,382,000	159,075	1,690,000

2.2 Remarks budget 2022

CPPTF OPERATIONAL BUDGET 2022 (GBP)	Resources	REMARKS
1. Overall Management/operations Integration with ICO WP & ICC	ICO: ED (1 w/m), HOD (3.5 w/m) + Admin/Finance (3.5 w/m) total 8 w/m	Same budget as 2021, includes Finance Associate, Secretariat and Ext Rel Officer, Translation and Documents, Head of Finance and Administration, Head of Operations, Executive Director, Other staff (stats/admin)
2. CPPTF Coordination including TWS Sector Coordination, Resource Mobilisation, stakeholders engagement/expansion	CPPTF Coordinator (GIZ), Consultancies, Coordination Support	Coordination unit + Resource Mobilisation: TF Coordinator full time; TF TWS liason and support part time; TF Resource Mobilisation staff (35k)
3. TWS Facilitation	Facilitators & consultancies (10 w/m)	the TWS will shift focus more to implementation in Exporting Countries; we foresee a reduction of intensity of meetings etc. during 2022, hence reduced expenses covered by in-kind contributions from the lead organisations and funding from public sector
3.1 TW1 - Prosperous and Living Income		
3.2 TW2 - Market Transparency		
3.3 TW3 - Policy/Institutions/fund/transformation		
3.4 TW4 - Resilient Coffee Landscape		
Total Facilitation TWS 1-4		
4. Implementation Roadmap		
4.1 Quick wins	Consultancies (4 w/months)	as most of the Task Force Roadmap targets are medium/long term, some 'quick-win' budget has been again allocated for 2022 in order to demonstrate progress and immediate action; specific projects to be discussed and presented by TWS to the TF
4.2. implementation in exporting countries		TW1, 2 ,3 and 4 are moving into implementation in exporting countries with pilot initiatives + strengthening regional/ national coffee institutions: support from BMZ- GIZ and SECO for starting to set up this phase in selected exporting countries
Total Implementation		
5. Meetings and logistics	Services and consultancies (2 w/m)	Expenses for 1x in person + 2 x hybrid meetings in London; venue hire necessary as the WCC in India postponed, that was supposed to cover the majority of expenses but interpreters Now hosting the CGLF in presence/hybrid plus facilitation needed
5.1 TF meetings (online/hybrid for 3 meetings)		
5.2 CGLF (facilitation: preparation, implementation, post-event, venue or online facility, logistics support.)		
Total Meetings CPPTF/CGLF		
6. M&E system set up and support/		M&E set up & management (40k)
7. audit of Trust Fund and ICO tech/admin. infrastructure	ICO Admin charges 5% for Trust Fund, services	ICO admin cost for Trust Fund, including audit
8. CPPTF Communication and support	ICO communication, consultancies (ICO comm consultant 3 w/m)	ICO Comms team will integrate TF comms into overall ICO
Total M&E, audit, communication, logistics, Admin costs		
9. Contingency		

- Public Sector Donors contributions (implementation/operations) £1,382,000
- Public Sector contribution through ICO Budget £130,500
- Expected private sector contribution £159,075
- Contingency £18,425
- Total draft budget 2022 £1,690,000
- Residual 2021 £43,003



2.3 Details of draft budget 2022

- **The ICO Budget contribution:** same budget as 2021. It includes Finance Associate, Secretariat and Ext Rel Officer, Translation and Documents, Head of Finance and Administration, Head of Operations, Executive Director, Other ICO staff (stats/admin).
- **CPPTF Coordination.** Coordination including support and Resource Mobilisation: TF Coordinator full time (donors); TWS liaison and support (part time); TF Resource Mobilisation
- **TWs meetings.** The four TWs will shift focus to implementation in Exporting Countries with a reduction of intensity of meetings. Hence, reduced expenses covered by in-kind contributions from the lead organisations and funding from public sector
- **Quickwins.** Most of the Task Force Roadmap targets are medium/long term, therefore, some 'quick-win' budget has been again allocated for 2022 in order to demonstrate progress and take immediate action, also as seed money, requiring expertise or action. Specific projects to be discussed within TWs and CPPTF.
- **Field implementation.** The TWs are moving into implementation in exporting countries with pilot initiatives + strengthening regional/ national coffee institutions: support from BMZ- GIZ and SECO for starting to set up this phase in selected exporting countries made available. Additional resources will be mobilised.
- **CPPTF Meetings:** expenses for 1x in person + 2 x hybrid meetings in London; venue/equipment may need to be hired and possible revision of the estimates may be necessary.
- **4th CGLF meeting** (September 2022). As the WCC in India was postponed (so funds from hosting country no longer available) to hold the CGLF in presence/Hybrid plus facilitation costs would need to be covered. Initial estimate is subject to revision if meeting held in London or elsewhere. Possible contribution by supporting institution under negotiation (IDH). Moreover, covering travel of Sherpas from LDCs countries should also be considered.
- **Monitoring and Evaluation.** A comprehensive M&E system needs to be set up and managed. A dedicated resource would be required.
- **Communication.** ICO Communication team will continue integrating CPPTF comms into overall ICO, Support from CPPTF and TWs members will be also required.
- **Audit and admin costs.** ICO admin cost for Trust Fund (5% in cash contribution), including cost of external auditor and ICO admin staff.