Training on the use of the Coffee Market development Toolkit

1. The Executive Director hopes this finds you well and wishes to inform Members, observers, and members of the Private Sector Consultative Board that the development of the toolkit has been completed. The Toolkit is built on the existing ICO Step-by-Step Guide to Promote Coffee Consumption in Producing Countries and provides actionable information on the tasks to be undertaken to increase domestic demand for coffee. It will therefore facilitate expansion of domestic consumption in coffee-producing countries and global demand for coffee, based on learnings from the implementation of the Step-by-Step Guide and changes in technology and methods of communication.

2. As the design of the toolkit has now been completed the next phase is the provision of training sessions on its use. There will be individual sessions for training in the use of the toolkit in English, French, Portuguese and Spanish from Wednesday 15 June to Wednesday 22 June. The training programme which includes dates, time, meeting ID and the link to join the training session is attached. Members are kindly requested to nominate a representative to join the training sessions, in their chosen language, on the use of the toolkit.

3. For further information, please contact the Chief Economist, Denis Seudieu at seudieu@ico.org.
<table>
<thead>
<tr>
<th>TRAINING DATES</th>
<th>PARTICIPANTS/ REGIONS / COUNTRIES</th>
<th>PARTICIPANTS' TIME ZONES</th>
<th>LANGUAGE/ INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 13 June</td>
<td>ICO SENIOR TEAM</td>
<td>18:00</td>
<td>English</td>
</tr>
<tr>
<td>Mon 20 June</td>
<td>CENTRAL AMERICA &amp; MEXICO, BOLIVIA-COLOMBIA ECUADOR / PERU / VENEZUELA</td>
<td>16:00</td>
<td>Spanish</td>
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<tr>
<td>Tues 21 June</td>
<td>BRAZIL</td>
<td>10:00</td>
<td>Portuguese</td>
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<td></td>
<td>ANGOLA</td>
<td>14:00</td>
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<td></td>
<td>TIMOR-LESTE</td>
<td>21:00</td>
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<tr>
<td>Wed 15 June</td>
<td>AFRICA-ENGLISH</td>
<td>14:00</td>
<td>English</td>
</tr>
<tr>
<td>Thurs 16 June</td>
<td>ICO (IT&amp;COMMUNICATION)</td>
<td>18:00</td>
<td>English</td>
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<tr>
<td>Thurs 16 June</td>
<td>ASIA &amp; OCEANIA</td>
<td>09:00</td>
<td>English</td>
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<tr>
<td>Wed 22 June</td>
<td>AFRICA-FRENCH</td>
<td>14:00</td>
<td>French</td>
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Topic: ICO Training (SENIOR TEAM)
Join Zoom Meeting
https://us02web.zoom.us/j/82967663678
Meeting ID: 829 6766 3678

Topic: ICO Training (AFRICA - English Speaking)
Join Zoom Meeting
https://us02web.zoom.us/j/89782468359
Meeting ID: 897 8246 8359

Topic: ICO Training IT & Communications
Join Zoom Meeting
https://us02web.zoom.us/j/86947479753
Meeting ID: 869 4747 9753

Topic: ICO Training (ASIA & OCEANIC)
Join Zoom Meeting
https://us02web.zoom.us/j/86308225538
Meeting ID: 822 1291 7646

Topic: ICO Training (Central America, Mexico, Bolivia, Colombia, Ecuador, Peru, Venezuela)
Join Zoom Meeting
https://us02web.zoom.us/j/89469251526

Topic: ICO Training (Brazil & Angola)
Join Zoom Meeting
https://us02web.zoom.us/j/87613599352
Meeting ID: 876 1359 9352

Topic: ICO Training (Africa - French Speaking)
Join Zoom Meeting
https://us02web.zoom.us/j/82179046196
Meeting ID: 821 7904 6196