



GCP MEMBERSHIP REGISTRATION, MEMBERSHIP TYPES, FEES AND PAYMENT COMPLIANCE POLICY

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1. INTRODUCTION

The Global Coffee Platform (GCP) is an open multi-stakeholder membership organisation that brings together participants who are committed to addressing sustainability issues in the coffee sector. This means that any organisation or individual can join and become involved.

Members of the GCP include coffee farmers, importers, exporters, traders, roasters and retailers as well as civil society organisations - such as non-governmental organisations, standard setters and trade unions -, public institutions, research organisations and individuals who are committed to the aims of the GCP.

The mission of the GCP is to be the leading multi-stakeholder sustainable coffee platform, guiding the sector towards mainstream sustainability in a non-competitive arena where all relevant stakeholders are given the opportunity to participate.

The vision of the GCP is to unite all relevant coffee stakeholders in working towards the improvement of economic, social and environmental conditions in coffee production and processing, and to build a thriving, sustainable sector for generations to come.

GCP's core functions are paid for by all members through the membership fees.

GCP Membership is continuous and, unless it is cancelled according to the terms defined below, annual renewal is automatic.

2. MEMBERSHIP REGISTRATION

Membership registration proceeds online at the [GCP Website](#). Prospective members are requested to indicate their fields of interest in sustainability. Furthermore, they have to acknowledge and accept:

- o the [GCP Terms of Participation](#) (GCP_Doc_03_Terms of Participation),
- o the [Membership Fees](#) (this document).

In the course of the electronic application procedure, membership applicants are asked to provide supporting documents, for example the proof of registration at the Chamber of Commerce.

Once the application is completed and approved, the Secretariat notifies the applicant, who then receives a membership fee invoice.

As soon as the new GCP Member pays the first membership fee to the Global Coffee Platform, s/he receives a membership certificate and becomes listed in the members' directory, if s/he has not objected to that during the application procedure.

The GCP Board can refuse a membership request, if the Secretariat considers that the request is inconsistent with the GCP sustainability concept or if it decides that the reputation of the GCP may be put at risk by accepting the applicant. However, a rejected applicant may appeal the decision via a written submission to the Ombudsman¹.

¹ See [GCP Statutes](#), Section 5, No. 2.

3. MEMBERSHIP TYPES AND STAKEHOLDER GROUPS

Members will be grouped into the below types:

Table 1 Membership Types

Member Type	Definition	Stakeholder group
Producers	Members of the coffee supply chain who produce, process and sell green coffee. <i>Examples:</i> Producers, producer-exporters, producer organisations, mills, estates etc.	Producers
Intermediary Buyers	Members of the coffee supply chain who trade green coffee. <i>Examples:</i> Green coffee traders, exporters and importers etc.	Trade
Agents/ Brokers	Members of the coffee supply chain who are involved in the trading of coffee acting as agents or brokers.	
Final Buyers	Members of the coffee supply chain who purchase/ use green coffee and are engaged in final processing or are retailers with a private label or are owners of a coffee brand. <i>Examples:</i> Roasters, soluble coffee manufacturers, private label companies, brand owners, retailers with private labels, coffee bar chains etc.	Industry
Civil Society Organisations	Non-governmental organisations who are <ul style="list-style-type: none"> • mission-driven and pursue a general public interest of social or ecological concern, AND • are not commercially engaged in the coffee supply chain and do not represent the interests of any commercial entities in the coffee supply chain, AND • are active in advocacy and/ or the implementation/ financing of sustainability programs/ projects. <i>Examples:</i> Development organisations, trade unions, consumer protection, environmental protection or human rights organisations etc.	Civil Society



Member Type	Definition	Stakeholder group
Associations / Institutions	Governmental or non-governmental associations or institutions who are not commercially active in the coffee supply chain and do not belong to any of the above groups. <i>Examples:</i> Research institutes, agricultural extension services, membership associations of commercial coffee supply chain actors etc.	Other Members (not automatically associated to any stakeholder group, but may affiliate themselves with one or create a new one)
Individuals	Individuals who are interested in supporting the Global Coffee Platform through their membership.	
Other Chain Members	Legal entities who provide services to the coffee supply chain but do not produce nor buy nor sell green or roasted coffee <i>Examples:</i> Warehouses, physical service providers (packaging, fumigation, shipping lines, logistical service suppliers), banks, coffee equipment suppliers, laboratories and consultancies etc.	

Groups of companies of the same type are permitted to register as one member.² Membership fees (see 4.) are then aggregated, with a 5 percent rebate. Acceptance of group membership will be up to the discretion of the GCP Board.

4. MEMBERSHIP FEES

The annual membership fee of the members of the coffee supply chain exclusively depends on the annual total volume of all the green coffee produced/ traded/ purchased/ used by the member company (in the following: ‘volume(s)’). The relevant volume is based on a running average of the past three years. According to this average running total volume, the annual membership fee is determined. The members are obliged without undue delay to actively report true and accurate figures of the totally traded volume to the Secretariat. The Secretariat has to treat all information strictly confidential.

New members must indicate these figures responsibly in their membership application and provide ample supporting evidence. This can be done through annual reports, audit reports or any other signed third party statement. All figures will be treated with the highest confidentiality and will not be disclosed to any third party or within the membership without prior consent of the respective member. The GCP Secretariat may refuse a membership request, if it deems that the indicated figures are inaccurate.³

4.1. Member Company Structure

For members from trade and industry stakeholder groups, the membership fee covers association services for all their subsidiaries. Every such member with a more complex commercial structure must list and total the traded volumes of all subsidiaries that will be included in the membership. To this end,

² According to GCP Statutes, Section 5, No. 1.

³ On updates of volume figures see 5.



the member will be provided with a special form⁴, which s/he is obliged to fill in to give a complete listing of subsidiary companies to be covered. Information provided includes volumes of subsidiaries. The total of all subsidiary volumes must not exceed the volume indicated for the holding company (inclusiveness condition). – Should the holding company not want to become a member, every subsidiary that wants to receive association services has to become a separate GCP member.

In cases of restructuring of a member company or organization, the GCP Secretariat has to be actively notified by the member. The following steps have to be observed:

- Indication of all name changes together with official documentation,
- New online registration of the holding company, if membership is to extend to that. The subsidiary will then cease to be a member of its own.⁵ (Inclusiveness condition has to be complied with.)
- Transfer of all open invoices of subsidiary to new holding company.

4.2. Annual Membership Fees

Membership fee varies for membership category. Each category is associated with a Stakeholder Factor. Otherwise, membership fee is strictly linear. That means, a fee per 1,000 bags is applied to the annual total volume of all the green coffee produced/ traded/ purchased/ used.

The fee per 1,000 bags is US\$ 5.00.

The Stakeholder Factors are:

Producers: 0.3

Trade (Intermediary Buyers and Agents/Brokers): 0.7

Industry (Final Buyers – Roasters and Retailers): 6.0

There is rounding by the thousand for six-digit numbers, and to hundreds, for lower ones.

Example: If an intermediary buyer has a volume of 420,000 bags, the resulting formula is:

$$\text{\$ } 5.00 * 0.7 * 420,000/1000 = \text{\$ } 1,470, \text{ rounded to } \text{\$ } 1,500$$

There is a minimum fee. In all cases where the above formula results in a mathematical membership fee below \$ 300, the annual membership fee for the members is set to be equal to \$ 300.

⁴ GCP_Doc_027 Annex for Groups and Holdings

⁵ A subsidiary may continue to be a member to the degree it is not owned by another member: A may be a member, and its subsidiary B may be a member with 50% of its shares.



Sample cases:

Volume (bags)	Industry	Trade	Producers
15,000,000	\$ 450,000	\$ 52,500	\$ 22,500
10,000,000	\$ 300,000	\$ 35,000	\$ 15,000
5,000,000	\$ 150,000	\$ 17,500	\$ 7,500
1,500,000	\$ 45,000	\$ 5,300	\$ 2,300
1,000,000	\$ 30,000	\$ 3,500	\$ 1,500
500,000	\$ 15,000	\$ 1,800	\$ 800
150,000	\$ 4,500	\$ 500	\$ 300
100,000	\$ 3,000	\$ 400	\$ 300
50,000	\$ 1,500	\$ 300	\$ 300
15,000	\$ 500	\$ 300	\$ 300
10,000	\$ 300	\$ 300	\$ 300
5,000	\$ 300	\$ 300	\$ 300

Intermediary Buyers, Agents/Brokers and Final Buyers which exclusively operate in one coffee producing country and which are not controlled by international companies receive a 25 percent discount. (This does not alter the minimum fee.)

Explanation: Membership fees were reduced by 20 percent from 2017 - the launching year for the work of GCP - to 2018. From 2018 to 2019, there is a reduction of 15 percent. In addition, the Stakeholder Factors for Trade and Producers have been reduced for 2019 from 2.0 to 0.7, and from 1.0 to 0.3, resp. In parallel, GCP will stimulate its members to invest in voluntary Member Initiatives, which will be included in a systematic GCP activity reporting.



4.3. Annual Fees for other members

Table 2 Annual Membership Fees for Non-supply Chain Members etc. (in US\$)

Annual budget x in US\$	Civil Society Organisation	Associations / Institutions	Other Chain Members	Individual Members
	Membership Fee	Membership Fee	Membership Fee	Membership Fee
$x > 3$ Million	1,800	1,800	1,800	70
$500.000 \leq x < 3$ Million	500	500		
$x \leq 500.000$	300	300		
Based in Producing Country	300	300	300	

The annual membership fee of Civil Society Organisations and Associations/Institutions is based on their annual budget. New members shall responsibly indicate these figures in their membership application.

The annual membership fee for Other Chain Members registered in non-producing countries is \$ 1,800, irrespective of their turnover.

5. BUSINESS INFORMATION UPDATES

The GCP Secretariat can actively approach supply chain members for updating the running average of the past three years of their total traded volumes of green coffee. Failure to support updating or deliberately indicating incorrect figures may lead to non-compliance proceedings.

Members have to indicate increasing volumes. Decreasing volumes can be indicated. Alternatively they can be reflected by indicating 'no change'.

In case the updated figure reported represents a considerable decrease ($> 10\%$), the figure must be accompanied by documentary evidence, for example annual reports, audit reports or any other signed third-party statement.

Access and processing volume information is restricted to the Secretariat positions that are dealing with or overseeing invoicing. Legal as well as IT structures to ensure restricted information flows are implemented by the Secretariat.

Non-supply chain Members must also inform the GCP Secretariat, if a change in their turnover leads to a re-categorisation.

Changes of reported volumes will come into effect from the 1st of January of the following year.



6. PAYMENT TERMS

All membership fees are calculated on an annual basis, from 1st January to 31st December (calendar year).

Invoices for the full annual membership fee are issued at the beginning of each calendar year or at the end of the preceding year. In exceptional cases, biannual or quarterly billing can be agreed upon on request.

For new members, the initial annual fee will be 50 percent if the entry date is after August 31.

Membership fees are due within 30 days from date of invoice.

Payments are made by bank transfer. Smaller amounts can be made via PayPal.

The Global Coffee Platform does not cover bank transfer fees accrued by membership payments.

If a member has to subtract withholding tax from his membership dues due to local tax legislation, the member has to compensate that amount which yields the membership fee in full.

7. COMPLIANCE POLICY ON FEE PAYMENT

A first reminder will be sent after the payment of 30 days has elapsed.

One month later, the member will be reminded a second time. In this reminder the respective member will be informed of the types of action in case of continuous defaulting:

- a) Suspension from membership.
- b) De-listing from member directory at the GCP website

After one additional month, there will be a third and last reminder. Should this not lead to immediate payment, the Secretariat will propose to the Chair of the GCP Board to exclude the respective member. The decision will be taken immediately.⁶ The Secretariat has the option to delay those procedures after negotiation with the respective member. The member will be informed on any decision taken.

8. EXIT PAYMENT AND RE-ENTERING

If a member intends to leave GCP, membership fee of the current year is still due, as is the membership fee of the following year if the exit has not been communicated to the Secretariat until October 1 of the current year.

Explanation: This regulation shall facilitate setting up an annual budget for the work of GCP.

A member that has informed the Secretariat on the termination of his/her membership can make this termination effective immediately, notwithstanding the payment requirement for the following year described in the preceding paragraph.

⁶ The information and contradiction procedure of the GCP Statutes (Section 8, No. 3) applies.



Any Ex-member is free to join the Global Coffee Platform again at any moment. However, any accrued unpaid membership fees from the past have to be first settled before being accepted again as a member of the GCP.