TERMS OF PARTICIPATION

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DOCUMENT HISTORY

Version	Effective date as of	Details of Change
V1.0	January 2017	First version of Terms of Participation

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1. PREAMBLE

The Global Coffee Platform[1] is a voluntary multi-stakeholder membership platform which aligns the activities of a diverse network of stakeholders committed to addressing sustainability issues in the coffee sector. The GCP together with members and partners will put into action the global agenda developed through Vision 2020 to create a thriving and sustainable coffee sector, and contribute to those of the Sustainable Development Goals[2] in which the coffee sector can make a significant contribution.

As a voluntary multi-stakeholder membership organisation, the GCP relies and depends on its members' participation and engagement with its ambitions and activities. The Terms of Participation outline the commitment of members to progress their organizations to implement sustainability within their operations and through contributing to the Global Coffee Platform, and set out their rights and obligations.

2. VISION

A thriving and sustainable coffee world.

3. MISSION

The Global Coffee Platform aims to improve the livelihoods, ecosystems and resilience of coffee farming communities and the sector as a whole.

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[1] As of April 2016 - following the strategy unanimously approved by the membership at the 4th General Assembly in June 2015, and formalized at the 5th General Assembly in March 2016 - the Global Coffee Platform builds on the track records of the 4C Association's membership and functions as well as the Sustainable Coffee Program's programmatic activities.

[2] The Sustainable Development Goals have been agreed in 2015 by the member countries of the United Nations: https://sustainabledevelopment.un.org/sdgs

4. GCP CORE FUNCTIONS

4.1 Based on the shared vision of its membership the **Global Coffee Platform (GCP)** provides a network and an enabling environment for members to take joint action to address the key issues confronting the coffee sector at both global and national levels. GCP fosters cooperation between public and private sectors to improve the effectiveness of sustainability programs, and contribute to greater impact at farm level.

4.2 Through the **Dynamic Platform function**, members and partners contribute to GCP country and thematic work-streams which will work to find solutions to critical issues and make them available to the entire membership for implementation in public-private collaboration. GCP facilitates learning through different channels that include forums, webinars, learning journeys, and research publications.

4.3 The **Baseline Common Code (BCC)** is a set of principles and practices that serve as a baseline reference to mainstream sustainable coffee production and processing. Through independent accredited operators offering BCC assurance and equivalency services, the GCP enables the BCC to be recognized as a global reference and used in various ways by members and other stakeholders to establish a level playing field as an entry point for mainstream sustainability in its three main dimensions, economic, environmental and social.

4.4 The **Global Progress Framework (GPF)** will provide the coffee sector with the referenced means to measure collectively, to report on, and to compete on sustainability efforts to drive improvements towards and beyond the BCC and demonstrate collective impact to those of the Sustainable Development Goals in which the coffee sector can make a significant contribution.

5. MEMBERS RIGHTS AND OBLIGATIONS

5.1 Members of GCP, in joining the organization, set out to be part of a movement which is recognized and acknowledged by the international community for its commitment to the long-term sustainability of the coffee sector, and the rural communities which depend on this crop for their livelihoods.

5.2 Members of the GCP subscribe to a shared set of beliefs which underpin their endeavors in support of a sustainable coffee sector for this and future generations. These beliefs find expression also in certain principles and values, and are set out in Appendix I.

5.3 Members acknowledge the need to see continuous improvements in the production of coffee and to go beyond the BCC baseline level, to address the three pillars of long-term sustainability (economic, social and environmental viability).

5.4 All members commit to Vision 2020 and engage their organizations systematically and at every level in the implementation of quantifiable activities, appropriate to their size and role in the sector, which will enhance the cause of the sustainability of the coffee sector all along the value chain, and in particular for coffee producers.

5.5 Members are encouraged to participate actively in agenda and priority setting, country and thematic work streams, as well as the national platforms cooperating with the GCP, and invest, share and learn at an appropriate level according to their position in the industry, and their size and capacity as an organization.

5.6 Members can influence the agenda and priority setting by participating in the annual membership survey, annual Membership Assembly, country and thematic work streams and working groups, and the national platforms cooperating with GCP.

5.7 Members contribute to achieving the sector wide adoption of at least basic sustainability practices as defined in the BCC by visibly including baseline sustainability into their operations (production and sourcing policies etc.) over time: members strive for 100% BCC compliance in their operations in the longer term. Members are committed to investing in coffee producers being able to meet at least BCC requirements, which includes elimination of the Unacceptable Practices. Each member will develop their own policy and practice on how this is achieved in a tangible manner, and in proportion to the member's size and role in the sector. Members will report on their sustainability activities and their impact on an annual basis (via roadmaps/ plans and – once set up - through the Global Progress Framework).

5.8 Some members will work with the Voluntary Sustainability Standards equivalent to at least the BCC to achieve their goals. Others may decide to work through the use of private standards or other innovative approaches. In either case, the Equivalence Mechanism allows for ensuring that standards or other innovative approaches are fully equivalent with at least the Baseline Common Code.

5.9 Members believe continuous improvement will be incentivized by increased transparency through credible reporting and comparable data on their activities, their progress on including baseline sustainability into their operations, measurable results, outcomes and impact. Therefore, use of the Global Progress Framework as a common reporting tool is required of members and reported information by each member (especially producer, trade and industry stakeholder groups) will be shared amongst membership.

5.10 If claims are made by a member regarding BCC compliance as reported in the Global Progress Framework, then equivalence needs to be shown for the standards, programs or other innovative approaches used by this member, in line with the Equivalence Mechanism or clearly explained how the information was gathered together with the validation process used as part of the reporting into the Global Progress Framework.

5.11 Members are encouraged to publicly share progress made on their plans and activities, and to promote the work of the Global Coffee Platform and their membership with GCP in line with the GCP Communication Guidelines.

5.12 Members agree to abide by OECD Guidelines, national and international laws and conventions, and the Anti-Trust laws of the EU and USA. (Anti-Trust Statement in Appendix II)

6. SETTLEMENT OF COMPLAINTS

Members may draw to the attention of the Secretariat, in confidence and in writing, situations where in their opinion there has been a breach of the Terms of Participation or other misconduct under the GCP governance rules. The Secretariat will reply within 14 days to such complaints. In the event that the reply is deemed unsatisfactory, this may then be referred to the Ombudsman.

7. PERIODIC REVIEW AND REVISION OF THE TERMS OF PARTICIPATION

The Terms of Participation will be reviewed periodically to ensure they are updated and fit for purpose.

APPENDIX

I   BELIEFS, PRINCIPLES AND VALUES OF GCP MEMBERSHIP

The following shared principles and values of the Global Coffee Platform have been adapted by the membership to underline the shared vision:

Mainstreaming sustainability is a common objective and shared responsibility:

1. Members believe in a joint commitment and shared responsibility to work towards a thriving, sustainable coffee sector where coffee farming remains an attractive profession for farmers, securing the future supply of coffee for the sector.

2. Members believe that this sector-wide objective can only be realized through coordinated collaboration of private sector, civil society, farmer representative organizations, governments and donors to get to a collective, systemic focus rather than individual short-term action.

Sector sustainability requires preserving the multi-stakeholder spirit:

3. Members believe that in order to achieve this vision of a thriving and sustainable coffee sector the producer organizations, private sector and civil society need an inclusive multi-stakeholder membership organization to:

    - Facilitate the sector dialogue that creates trust among members and aligns them to a common and actionable agenda;

    - Represent the voice and interest of coffee producers, private sector and civil society as a credible partner in the dialogue with the wider public sector, enabling further collaboration and attracting more leverage and funding for a sustainable coffee sector;

    - Build on positive achievements and activate existing networks.

Sustainability is a dynamic journey that needs coordination:

4. Members believe that the dynamic journey towards a sustainable coffee sector needs a neutral multi-stakeholder platform to facilitate and drive the process and to ensure consistency between its different constituents and elements.

5. Members believe in a sustainability strategy that increases impact and efficiencies by improving alignment on agendas and measurement and by creating a level playing field. Therefore, members as stakeholders in the sector:

- Commit to and advocate a credible common definition of baseline sustainability in everything we do;

- Seek continuous improvement to advance on sustainability and professionalism where possible by aligning efforts with a global progress framework for continuous improvement beyond the BCC.

6. Members believe that baseline sustainability as expressed by the BCC will be implemented at the local level as part of national strategies; whereas continuous improvement beyond the BCC is based on differentiation and a competitive drive for producing countries and the private sector.

7. Members believe that sector wide transparency will strengthen and incentivize continuous improvement of the sector. Members will set the right example by reporting on our collective commitments, actions, outcomes and impact.

Consequently, commitments of members include the integration of sustainability into their businesses, be it through external third party certification/verification or other innovative, validated methods of assurance for BCC, as well as investments focused on generating progress beyond the BCC and in line with GCP's beliefs, principles and values.

II   ANTI-TRUST STATEMENT

During meetings, we need to be mindful of the constraints of antitrust laws. There shall be no discussions of agreements or concerted actions that may restrain competition. This prohibition includes discussions of current or future prices, margins, discounts, the timing of price changes, costs, capacities, customers, suppliers, product and marketing plans, sales projections, credit terms, or other competitively sensitive information relating to your business.
We must also not talk about agreements to fix prices, control sales or output of production, allocate of markets, or refuse to deal with a particular entity. It doesn´t matter what the reason for the agreement might be.
The discussion or exchange on these topics must not only be avoided during this meeting but also during all informal gatherings when competitors may be present. Each participant is obligated to speak up immediately for the purpose of preventing any discussion falling outside these bounds.

III DONORS AND DEVELOPMENT PARTNERS

The GCP will adopt the principles for (co-)investments for donors and partners, making reference to the ten principles for Responsible Investments in Agriculture defined by the FAO.

Overarching values which are embedded throughout and frame these FAO Principles include the human dignity of all individuals, equity, non-discrimination, gender equality, consultation and participation, social justice, the rule of law, transparency, accountability, and continuous improvement. The concept of 'do no harm' underpins the Principles and applies to both intentional actions and non-actions or omissions.

Principles of FAO for donors and development partners:

Principle 1: Contribute to food security and nutrition

Principle 2: Contribute to sustainable and inclusive economic development

Principle 3: Foster gender equality and women's empowerment

Principle 4: Engage and empower youth

Principle 5: Respect tenure of land, fisheries, forests and water

Principle 6: Conserve natural resources and contribute to climate change adaptation and mitigation

Principle 7: Respect for cultural heritage and traditional knowledge

Principle 8: Promote safe and healthy productive systems

Principle 9: Incorporate inclusive, and accessible governance structures, processes, and grievance mechanisms

Principle 10: Review impacts and ensure accountability and transparency

Source: Principles for Responsible investments in agriculture (and food systems), see also: Committee on World Food Security - CFS Principles for Responsible Investment in Agriculture and Food Systems