



**BAN ĐIỀU PHỐI NGÀNH HÀNG CÀ PHÊ VIỆT NAM
VIETNAM COFFEE COORDINATING BOARD (VCCB)**

2nd VCCB MEETING 2015

MINUTES

I. Time: 7:30 – 12:00 am, 03 December 2015

II. Venue: Novotel hotel, 167 Hai Ba Trung, Ho Chi Minh city

III. Participants: 14/15 equivalent to 14 votes

Chairmen:

- 1.-2. Mr. Nguyen Do Anh Tuan: Director General of Institute of Policy and Strategy for Agriculture and Rural Development (IPSARD) – VCCB co Vice Chairman, and authorized to represent Mr. Le Quoc Doanh, Vice Minister of MARD - VCCB Chairman.
3. Mr. Le Van Duc: Deputy Director of DCP – Chief of VCCB Office, authorized to represent Mr. Ma Quang Trung, Director of DCP - VCCB co Vice Chairman

VCCB members:

4. Mr. Vo Thanh Do: Deputy Director of Processing Department
5. Mr. Dao Quoc Luan: Deputy Director of Planning Department
6. Mr. Dinh Pham Hien: ICD authorized by Ms. Pham Thi Hong Hanh
7. Mr. Nguyen Van Son: authorized by Mr. Pham S, Vice Chairman of Lam Dong PPC
8. Mr. Huynh Quoc Thich: authorized by Mr. Y Dham Enuol, Vice Chairman of Dak Lak PPC
9. Mr. Nguyen Nam Hai: Vice Chairman of VICOFA
10. Mr. Do Ha Nam: General Director of Intimex
11. Mr. Nguyen Tan Trung: Lam Dong coffee farmer representative
12. Mr. Nguyen Khac Hiep: Dak Lak coffee farmer representative
13. Mr. Flavio Corsin: IDH Vietnam Manager
14. Mr. Serge Mantine: Director of ACOM

Absent members:

15. Mr. Nguyen Xuan Thai: General Director of Thang Loi Company.

Observers:

1. Ms. Duong Phuong Thao: Vice Director of Export-Import Department, MOIT
2. Mr. Le Ngoc Bau: Director General of WASI
3. Mr. Tran Van Khoi: Vice Director of NAEC
4. Ms. Vo Thi Ly: Processing and Preservation on Agricultural products Section, Processing Department
5. Mr. Nguyen Quoc Manh: Vice Head of Industrial plants and Fruit plants Section, Crop Production Department
6. Mr. Dong Van Quang: Vice General Director of Vinacafe
7. Mr. Ted van de Put: IDH Director
8. Mr. Chris Jackson: Economist, World Bank
9. Mr. Nguyen Ba Hung: Corporate Affairs Department, Nestle Vietnam
10. Mr. Miguel Mendez: Country Director of SNV in Vietnam
11. Ms. Vu Thu Giang: Program Officer, IDH Vietnam
12. Ms. Le Thi Ha Lien: Vice Director of Agroinfo, IPSARD
13. Mr. Nguyen Trung Kien: Acting Director, Commodity Markets Division, IPSARD
14. Ms. Le Thi Kim Chung: Official of Agroinfo, IPSARD
15. Ms. Pham Thi Hong Van: Researcher, Commodity Markets Division, IPSARD
16. Ms. Bui Thi Minh Dung: Researcher, Commodity Markets Division, IPSARD

IV. Main contents and voting results:**1. Review on VCCB activities in the last 6 months of 2015**

Mr. Le Van Duc gave brief report on major activities of VCCB in the last 6 months of 2015 (the report attached).

Discussion

Representative of NAEC added some activities carried out by NAEC in 2015 on sustainable coffee development such as its collaboration with foreign companies in the program “Extensionist attach to demo plot” which have developed 100 plots. In mid of November 2015, NAEC collaborated with DARD of Dak Lak to organise the @ Extension workshop on sustainable coffee production in Dak Lak with 300 participants, and 180 of them were coffee farmers in 5 provinces in the Central Highlands.

2. VCCB Action plan 2016

No.	Activity	Deadline	In-charge	Collaborating	Tentative Co-funding (in-kind/cash)	Vote	Comments
I. Review and comment on policies and institutional arrangement							
1	Continue the consultation for the establishment of Vietnam Coffee Development Fund	6/2016	P&S	VCCB members, Corporate Finance Dept/MoF		14/14 (100%)	<ul style="list-style-type: none"> - The establishment of the fund must ensure multistakeholder governance, focus on coffee quality and sustainability of the sector - Latest draft is under review at the Ministry of Justice. Depending on situation, VCCB will collaborate with VICOFA to send comments to Government Office on the Draft.
2	Continue support and consolidate the operation of coffee farmer associations in Lam Dong and Dak Lak	Whole year	P&S	Lam Dong Coffee farmers association, Cu M'gar and Krong Nang coffee farmers associations, PPC and related departments of Lam Dong and Dak Lak; relevant programs/projects	VNSAT, NGOs, call for funding	14/14 (100%)	<ul style="list-style-type: none"> - VCCB will support to connect companies with coffee farmer associations/sub-associations through seeking and calling for support from programs, projects to establish a cooperative union. - Manipulate the NSC in training activities for capacity building of coffee farmers association/sub-associations
3	Collaborate with related stakeholders to overcome difficulties and effectively implement the credit policy for coffee rejuvenation	6/2016	P&S	Steering Committee on Coffee Rejuvenation, Agribank, BIDV and some other banks, P	MARD, Agribank, VnSAT	14/14 (100%)	<ul style="list-style-type: none"> - Propose SBV add more banks having capacity for the deployment of rejuvenation lending package such as BIDV (VnSAT), Vietcombank, MB (experiences in lending to farmers)... - Propose to adjust some criteria in the coffee rejuvenation procedures issued by MARD.

No.	Activity	Deadline	In-charge	Collaborating	Tentative Co-funding (in-kind/cash)	Vote	Comments
4	Establish information and database system on coffee sector (on households ID, production, rejuvenation, markets, ...)	Whole year	P&S	Other sub-committees	MARD, SCP VnSAT Call for support and collaboration in information sharing among projects	14/14 (100%)	- VCCB should be the information hub of the sector, providing information to related stakeholders, contributing to policy development and business decision-making. - VCCB should establish a mechanism for information sharing among projects to develop a baseline and better practices.
II. Promote sustainable coffee production							
5	Support the dissemination of National Sustainable Curriculum (NSC) and explore the opportunity to establish an accreditation system of existing materials versus the NSC and coffee trainers	Whole year	P&S	P P&T	NAEC, SCP	14/14 (100%)	- After the completion, NSC, TOT, TOF will be printed and distributed as training material of Provincial Extension Centers. - VCCB will send the dispatch to the Organisation and Personnel Dept/ MARD to request that any agency developing training documents on coffee production need to refer to the NSC to ensure the systematism in coffee training
6	Improve awareness and promote application of water-saving irrigation measures built on the NSC	Whole year	P&S	P	MARD ISLA	14/14 (100%)	Develop the proposal on Water-saving irrigation plan for coffee and call for funding from international organizations
7	Study and pilot models on coffee landscape improvement (coffee & agroforestry)	Whole year	P&S	P	ISLA	14/14 (100%)	Collaborate with PPC of Lam Dong to undertake this activity.

No.	Activity	Deadline	In-charge	Collaborating	Tentative Co-funding (in-kind/cash)	Vote	Comments
III. Promote sustainable coffee processing and trading							
8	Expand members of P&T Sub-committee and consolidate its activities	4/2016	P&T	VCCB Office		14/14 (100%)	<ul style="list-style-type: none"> - Invite about 10-15 leading coffee processing and trading companies to participate in the P&T sub-committee to strengthen its operation. - Meeting expenses can be sourced from trade promotion resources of the Processing Dept or VCCB Office can partly support from VnSAT funding. - Propose Mr. Nguyen Do Anh Tuan to participate in the P&T sub-committee.
9	Disseminate plans, policies of processing and storing coffee; introduce and connect farmers to access technology and domestic and foreign processing enterprises	Whole year	P&T		Processing Dept. will integrate this into its tasks	14/14 (100%)	<ul style="list-style-type: none"> - Detailed policies on planning and implementing plans on processing and storing coffee must be developed - Disseminate policies and techniques on processing and storing coffee; connect farmers to access technologies
10	Assess post-harvest loss in coffee production and propose recommendations to reduce loss, and based on that to prepare for the NSC updates	Whole year	P&T	P&S	SCP, Call for funding	14/14 (100%)	

No.	Activity	Deadline	In-charge	Collaborating	Tentative Co-funding (in-kind/cash)	Vote	Comments
11	Develop national standards for coffee (standards for roasted coffee, soluble coffee)	Whole year	P&T		Processing Dept., Call for funding	14/14 (100%)	The Processing Dept. received MARD's approval on the plan to develop 03 draft standards in 2016: (i) Soluble coffee – quality requirements; (ii) Code of practices for roasted coffee processing ensuring quality and food safety; (iii) Code of practices for soluble coffee processing ensuring quality and food safety.
12	Start the studies to develop the Vietnam Coffee brand	Whole year	P&T	P&S		14/14 (100%)	Conduct feasibility study on the development of Vietnam Coffee brand. VCCB will recapitulate and share experiences in building brands from companies, provinces to support the development of national coffee brand.
13	Develop the plan to strengthen the cooperation with coffee producing and exporting countries, especially Brazil and Indonesia	Whole year	P&T	P&S, P, Vicofa, ICD/MARD		14/14 (100%)	Improve the exchange on information, experiences in production, processing, consumption to increase coffee quality and value added in the community of coffee producing and consuming countries
14	Share information on hedging in coffee trading	Whole year	P&T	P&S, P		14/14 (100%)	VCCB will collaborate with companies in dissemination of information on coffee hedging.
15	Support trade promotion activities for domestic coffee	Whole year	P&T	P&S, P, Vicofa		14/14 (100%)	Propagate the coffee brands which ensure quality and safety; support to organise festivals, tasting and introduction workshops to increase domestic consumption

No.	Activity	Deadline	In-charge	Collaborating	Tentative Co-funding (in-kind/cash)	Vote	Comments
16	Study technical barriers of big import markets of coffee sector under FTAs signed after the WTO	Whole year	P&S		Call for funding	14/14 (100%)	- Study on technical standards, barriers
17	Study on recommendations for the development of processed coffee in Vietnam	Whole year	P&T		Call for funding	14/14 (100%)	- It is suggested to have assessment and recapitulation on processed coffee, providing the direction/orientation for the participating actors in coming period.
IV. Empower VCCB's roles							
18	Actively participate in global vision among ICO-4C and IDH	Whole year	VCCB Office		SCP, 4C in-kind	14/14 (100%)	- VCCB will connect with PSAV Office to agree on activities
19	Actively participate in conferences, forums on coffee inside and outside Vietnam	Whole year	VCCB Office	3 Sub-committees		14/14 (100%)	- VCCB should have its representative participate/follow in ICO annual conference; authorization is allowed to raise voice and obtain documents.
20	Establish and operate the inter-ministerial expert group supporting VCCB's activities	Whole year	VCCB Office	P&S	SCP, VnSAT	14/14 (100%)	Interdisciplinary expert group to support connection, collaboration, integration between VCCB activities and other Ministries' as well as support to handle cross-cutting issues.
21	Enhance market information, dialogues between VCCB and stakeholders					14/14 (100%)	
21.1	<i>Organise Coffee outlook and sustainability forum</i>	<i>12/2016</i>	<i>P&S</i>	<i>VCCB Office, 3 sub-committees</i>	<i>VnSAT, Call for funding</i>		

No.	Activity	Deadline	In-charge	Collaborating	Tentative Co-funding (in-kind/cash)	Vote	Comments
21.2	<i>Issue quarterly VCCB newsletters and annual report on coffee market</i>	<i>Quarterly and whole year</i>	<i>VCCB Office</i>	<i>P&S, P&T</i>	<i>SCP</i>		<ul style="list-style-type: none"> - <i>SCP will provide in-kind support to content development of articles</i> - <i>Need to implement targeted communication activities ensuring information released at right time to create high effectiveness.</i>
21.3	<i>Develop and operate the VCCB's website</i>	<i>Whole year</i>	<i>P&S</i>	<i>VCCB Office, other sub-committees</i>	<i>Calling for funding</i>		<ul style="list-style-type: none"> - <i>Pay attention to strengthen the system on market information and production information (areas, quantity, yield).</i> - <i>Need to keep close connection with MOIT on market information</i>

The meeting ended at 12:00 am on the same day./.

Ho Chi Minh City, 03 December 2015

**Vice Director of DCP
PO. Co Vice Chairman of VCCB**

**Director General of IPSARD
Co Vice Chairman of VCCB**

Mr Le Van Duc

Mr Nguyen Do Anh Tuan