

**MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF THE EASTERN
AFRICAN FINE COFFEES ASSOCIATION (EAFCA) HELD ON TUESDAY 19TH
JUNE 2001 AT THE SHERATON KAMPALA HOTEL – RWENZORI BALL ROOM
AT 4:30PM**

Present

See Appendix 1

Agenda

1. Communication from the Chair
2. Founder Members' Benefits and Cut-off Date
3. Membership Structure
4. Country Chapters
5. Membership Development
6. A.O.B.

Min. 2001/01: Communication from the Chair.

The Chairman called the meeting to order at 4:35 pm and welcomed members to the first Town Hall meeting of the Association. He informed members that the concept of Town Hall meeting was to replace the Annual General meeting.

He informed members that the EAFCA Board of Directors had held their second meeting on 15th & 16th June in Kampala, ahead of the conference, and considered several issues including institutional arrangements. An executive director was appointed, with effect from July 1, 2001, which was a confirmation of the interim executive director. A lean secretariat was agreed upon and the executive director was to be assisted by a finance and projects manager and supported by an administrative assistant and an office assistant. Any additional staffing requirements would be met through consultants and technical assistance, wherever necessary. The staffing structure was considered and approved, as well as a budget. He informed the members about the arrangement that EAFCA had entered into with the USAID to coordinate the Sustainable Tree Crops Program (STCP) in Eastern Africa, of which coffee was a key component.

He thanked the members and those in attendance for the work they had done in the last two days in order to come with work plans and budgets for the different working groups. He noted that the enthusiasm and spirit that had been shown by members since the meeting in March 2001, was a clear manifestation of their resolve and determination to bring better income to farmers in the region.

He then presented the agenda, which was adopted as above.

Min. 2001/02: Founder Members' Benefits and Cut-off Date

Members deliberated on the issue of founder members and the special benefits. After a thorough discussion it was resolved that apart from receiving special certificates, the founder members would not have any special preference over and above other members. It was proposed that the time for admission of founder members would expire on 30th September 2001, but the Board was asked to give some guidelines to members on this.

It was also agreed that all members of EAFCA would enjoy a range of benefits, including but not limited to:

- Networking within the Eastern Africa community of coffee people;

- Receiving a regular newsletter on coffee issues in the region and beyond;
- Preferential rates for services charged by EAFCA compared to non-members;
- Full access to the EAFCA web site (where there may be certain restrictions to non-members);
- Preferential rate in the use of the EAFCA Internet-based Specialty Coffee Exchange vis-à-vis non-members;
- Improved market access for their high quality coffee & building new partnerships;
- Networking for business opportunities as well as training, and acquisition of new skills.

MIN. 2001/03: Membership Structure and Fees

Several categories of membership had been proposed but after considerable discussions members resolved that the membership of EAFCA would be in two broad categories -- Corporate and Individual membership. There would be no distinctions in type of membership except the above, apart from founder membership, which is one-time, with specific recognition.

Annual subscriptions were agreed to be US\$300 for organizations/corporate entities and US\$100 for individuals.

Min. 2001/04: EAFCA Country Chapters

Members were informed of the Board's recommendation about the country chapters which was *"The Board resolved that no EAFCA chapters will be registered in the individual countries but EAFCA members in each country will be coordinated for purposes of mobilization and networking by a committee. An organisation will be identified in each country to carry out the mobilization and co-ordination hosting. This organisation should be a member of EAFCA with proven structures for administration and accountability. It was further recommended that on Wednesday 20th June, 2001 during the country chapter meetings, each country should elect a committee, Chairperson and the institution that will be responsible for the mobilization, co-ordination of the EAFCA/STCP activities and funds"*.

Members adopted the Board's recommendation and the chapters were to communicate their committees to the EAFCA Secretariat accordingly.

Min. 2001/05: EAFCA Membership Development

The members noted that there was need to increase the membership of EAFCA and this was to be spearheaded by the Executive Director with the help of the Board Members. One of the ways of recruiting more members was suggested to include visitation by Board Members and the Executive Director to countries where there were potential members and explaining the benefits that EAFCA could bring to them.

Min. 2001/06 Any Other Business

A: Environmental Issues and Review of Certification Principles for Sustainable Coffee Production.

The Executive Director introduced a document produced by Consumers Choice Council in the USA, after wide consultations with several environmental agencies and the coffee industry, proposing broad guidelines for certification of coffee. The guidelines were to be

adapted to specific regional conditions and requirements but would give credibility to efforts at the origins when stipulated conditions were met.

Various speakers commented on the process of developing these guidelines, and how environmental stewardship was becoming a great concern in global trade. The certification would encompass organic, production, shade grown, bird friendly, social and environmental responsibility, etc. Members expressed their support for this initiative but also added that it was necessary to do the following things:

1. Train farmers on the importance of environmental conservation methods of farming
2. Support farmers' groups in obtaining certification for their produce, and related technical assistance to that traders did not take advantage of them.
3. Support is provided in setting up a regional certification body that would take into account the unique environment and practices of the local producers and their environmental stewardship practices.

A: Funding for Country Mobilisation and Coordination Activities for 2 Years

Members were informed that from the USAID initial support some coordination funds would be allocated to each country chapter to facilitate mobilisation and coordination activities and the EAFCA secretariat would give guidelines on accountability procedures and eligible expenses as per USAID regulations. The funds were expected to be available from October/November 2001.

B: Funding for Country Specific Budgets and Activities

Members were informed that there were no available funds identified yet for the country specific activities or programs. EAFCA/STCP and the USAID Africa Bureau were to assist in the sourcing of funds from the resident donor missions and the coordination funds were to assist in refining the country program proposals for funding from the Resident missions

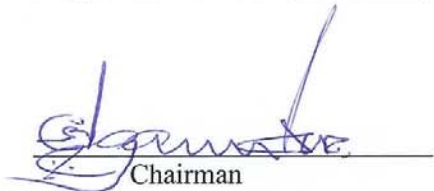
C: Flagship Activity for Next 12 Months

Cupping competitions would be organized in all the member countries, to take place around end of January or early February 2002. The coffees that would score highest in the national cupping competitions would qualify for the regional cupping competition, which will be followed by an Internet auction of the top quality coffees. This would mark the launching of the EAFCA specialty coffee exchange.

D. Special Thanks to UCTF and the Interim Secretariat

Members expressed thanks to the Uganda Coffee Trade Federation (UCTF) for hosting the EAFCA secretariat during the transitional period and thanked the interim secretariat staff, and were happy that the Board had officially appointed the Executive Director, and wished him well in setting up the new EAFCA secretariat.

There being no other business, the meeting was closed at 6:05pm.


Chairman


Secretary