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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Sixty-fifth Meeting  
Bali, Indonesia, 13-17 November 2011

**PROVISIONAL ANNOTATED AGENDA**

**1. Opening of the meeting**

Opening remarks by the Chairperson of the Executive Committee.

**2. Organizational matters**

**(a) Adoption of the agenda**

Document UNEP/OzL.Pro/ExCom/65/1 contains the provisional agenda for the 65<sup>th</sup> meeting of the Executive Committee.

Issues to be addressed: None.

Action expected from the Executive Committee: the Committee might wish to adopt the Agenda of the meeting on the basis of the Provisional Agenda as contained in document UNEP/OzL.Pro/ExCom/65/1 and, if needed, as amended verbally at the plenary.

**(b) Organization of work**

The Chairperson will propose to the plenary the organization of work.

**3. Secretariat activities**

Document UNEP/OzL.Pro/ExCom/65/2 presents a report on the activities of the Secretariat since the 64<sup>th</sup> meeting of the Executive Committee. The document includes information on the follow-up activities implemented by the Secretariat on the outcome of the 64<sup>th</sup> meeting, the preparations for the 65<sup>th</sup> meeting, as well as information on the missions undertaken by the Chief Officer and the staff of the Secretariat during this reporting period.

\*Re-issued for technical reason

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish to take note of the report on the Secretariat activities.

#### **4. Status of contributions and disbursements**

Document UNEP/OzL.Pro/ExCom/65/3 provides information on the status of the Fund as recorded at UNEP as of 10 October 2011. At that date, the Fund balance stood at US \$32,243,853 with only US \$1,825,861 in cash. This is the net balance after taking into account all the funds approved by the Executive Committee, up to and including the 64<sup>th</sup> meeting.

Issues to be addressed:

- Limited cash flow available to meet project allocations submitted for approval to the 65<sup>th</sup> meeting of the Executive Committee.
- Promissory Notes that are due for encashment after the replenishment period.

Action expected from the Executive Committee: The Executive Committee may wish to:

- (a) Note the report of the Treasurer on the status of contributions and disbursements and the information on promissory notes (PN) as contained in document UNEP/OzL.Pro/ExCom/65/3;
- (b) Urge all Parties with outstanding pledges to pay their contributions to the Multilateral Fund in full and as early as possible;
- (c) Request the contributing Parties with PN due for encashment after the replenishment period to facilitate the acceleration of the encashment of the notes as soon as possible and before the end of the replenishment period 2009 – 2011; and
- (d) Call on the implementing agencies to accept PN if necessary.

#### **5. Status of resources and planning**

##### **(a) Report on balances and availability of resources**

Document UNEP/OzL.Pro/ExCom/65/4 presents a summary of the financial adjustments indicated by the bilateral and implementing agencies and agreed by the Fund Secretariat. The document includes statistical data from projects with balances that have been held for over the allowable 12-month period following completion of the project and indicates the level of resources available to the 65<sup>th</sup> meeting of the Executive Committee.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish:

- (a) To note the report on balances and availability of resources contained in document UNEP/OzL.Pro/ExCom/65/4;

- (b) To note that the net level of funds being returned by the implementing agencies to the 65<sup>th</sup> meeting was US \$705,522 against projects, which included the return of US \$253,695 from UNDP, US \$18,808 from UNIDO and US \$433,019 from the World Bank;
- (c) To note that the net level of support costs being returned by the implementing agencies to the 65<sup>th</sup> meeting was US \$76,196 against projects, which included the return of US \$19,121 from UNDP, US \$1,416 from UNIDO and US \$55,659 from the World Bank;
- (d) To note that implementing agencies had balances totalling US \$1,717,559 excluding support costs, from projects completed over two years previously, which included US \$257,492 for UNDP, US \$277,674 for UNEP, US \$526,072 for UNIDO, and US \$656,321 for the World Bank;
- (e) To note that bilateral agencies had balances totalling US \$139,340 excluding support costs attributed to France and Japan from projects completed over two years;
- (f) To note the net level of funds and support costs being returned by the Government of Italy to the 65<sup>th</sup> meeting was US \$8,991;
- (g) To note the return of the remaining balance of US \$183,500 in project cost, plus US \$13,763 in support cost due to the transfer of the terminal phase-out management plan in Peru (PER/PHA/55/INV/41) from UNDP to UNIDO, in accordance with decision 64/2(h);
- (h) To note the delay in the transfer of the remaining balance of US \$54,901 in project cost for phase VII of the institutional strengthening project for the Philippines (PHI/SEV/60/INS/89) from the World Bank to UNEP, in accordance with decision 64/25; and
- (i) To reiterate decision 31/2 (a)(i) and (ii) and request UNIDO to update the Committee at the 66<sup>th</sup> meeting on the date at which the remaining un-obligated balances on completed projects would be returned in full.

**(b) 2011-2014 business plans and annual tranche submission delays**

Document UNEP/OzL.Pro/ExCom/65/5 considers business planning in light of approvals at the 63<sup>rd</sup> and 64<sup>th</sup> meetings, submissions and recommendations for funding to the 65<sup>th</sup> meeting and allocations in the 2011-2014 business plans. Firstly, it addresses decisions taken at the 63<sup>rd</sup> meeting with respect to the 2011-2014 business plans. It then indicates the extent to which approvals and submissions exceed the values in business plans for the year 2011 as well as for the planning period 2011-2014. It also covers those activities that were not submitted to the 65<sup>th</sup> meeting according to the categories required for compliance and those not required for compliance. This document includes information on submission delays, namely the submission of tranches that were due at the 65<sup>th</sup> meeting, and presents recommendations for consideration by the Executive Committee.

Issues to be addressed:

- Activities totalling US \$42.1 million included in the business plan for the US \$275.4 million 2011 budget were not submitted that will have an impact on the carryover for the next triennium;

- There remains an balance from the funds set aside as per decision 55/2(b) for a special funding facility that could have an impact on the carryover to the next triennium; and
- Two out of five annual tranches of multi-year agreements due for submission to the 65<sup>th</sup> meeting were submitted, but three did not include two second tranche HCFC phase-out management plans.

Action expected from the Executive Committee: The Executive Committee may wish to consider:

- (a) Noting:
  - (i) The report on the status of the 2011 business plans as contained in document UNEP/OzL.Pro/ExCom/65/5;
  - (ii) The information on annual tranche submission delays under multi-year agreements (MYAs) submitted to the Secretariat by UNDP and UNIDO as contained in document UNEP/OzL.Pro/ExCom/65/5;
  - (iii) That two out of five annual tranches of MYAs due for submission had been submitted on time to the 65<sup>th</sup> meeting;
- (b) Whether the value of the following projects not submitted to the 65<sup>th</sup> meeting might be considered either as part of the 2009-2011 allocation (excluding those represented by a change in implementing agency) and excluded from the carryover calculation for the next triennium, or included in the carryover calculation for the next triennium to be addressed in the context of the funding requirements for 2012-2014:
  - (i) HCFC activities amounting to US \$28.4 million;
  - (ii) Institutional strengthening activities amounting to US \$5.3 million;
  - (iii) ODS destruction activities amounting to US \$7.6 million;
  - (iv) Resource mobilization amounting to US \$361,000;
  - (v) Methyl bromide activities amounting to US \$150,000; and
  - (vi) Project preparation activities amounting to US \$103,750;
- (c) Whether the balance of US \$453,747 set aside for a special funding facility, as per decision 55/2(b), should be maintained for future activities or included in the carryover calculation;
- (d) Requesting the Secretariat to send a letter to:
  - (i) The Government of Armenia to urge the submission of the second tranche of its HCFC phase-out management plan (HPMP) to the 67<sup>th</sup> meeting; and
  - (ii) The Government of Nigeria to urge the submission of the second tranche of its HPMP to the 66<sup>th</sup> meeting.

**(c) Status of implementation of delayed projects and prospects of Article 5 countries in achieving compliance with the next control measures of the Montreal Protocol**

Document UNEP/OzL.Pro/ExCom/65/6 contains four parts. Part I has been prepared in response to decisions 32/76(b) and 46/4, which requested the Secretariat to prepare an update for each meeting of the Executive Committee on the status of compliance of Article 5 countries. Part II contains information on those Article 5 countries that are subject to decisions of the Parties and recommendations of the Implementation Committee on compliance. Part III presents data on the implementation of country programmes, including an analysis of the ozone-depleting substances (ODS) consumption data, by sector. It also contains a section that addresses the characteristics of national ODS phase-out programmes. Part IV addresses those projects with implementation delays and those projects for which additional status reports had been requested.

Issues to be addressed:

- Of the 49 issues in 2010, 43 have been resolved;
- Data on the implementation of CPs indicate that:
  - 51 countries submitted data using the web-based system for 2010;
  - For the 128 countries reporting 2009 and 2010 data, HCFC consumption increased by 8.6 per cent;
  - Three countries indicated their licensing systems were not operating well of those countries reporting such information;
- Need for additional status reports;
- Letters of possible cancellation for three projects; and
- Updates on projects from UNDP and the World Bank.

Action expected from the Executive Committee: The Executive Committee may wish to consider:

(a) Noting:

- (i) With appreciation, the status reports and reports on projects with implementation delays submitted to the Secretariat by the implementing agencies and the Governments of Australia, France, Italy and Japan, addressed in UNEP/OzL.Pro/ExCom/65/6;
- (ii) That 51 country programme (CP) reports for the year 2010 were submitted through the web-based system, which was initiated on 25 April 2007;
- (iii) The completion of four of the 34 projects listed with implementation delays as indicated in Annex III;
- (iv) That the Secretariat and the implementing agencies would take established actions according to the Secretariat's assessments (progress and some progress as per Annexes IV and V) and report to and notify governments and implementing agencies as required;

(b) Requesting:

- (i) That letters of possible cancellation be sent in respect of the following projects:

Agency	Code	Project Title
UNIDO	ALG/REF/44/INV/62	Conversion of CFC-11 to HCFC-141b and CFC-12 to HFC-134a technology in the last group of commercial refrigerator manufactures (refrigeration sector terminal project) in Algeria
UNDP	CHI/REF/48/INV/160	Terminal umbrella project for phase-out of the use of CFC-11, CFC-12 and R-502 (CFC-115) in the manufacture of refrigeration equipment in Chile
UNIDO	KEN/SOL/57/TAS/47	Technical assistance for the total phase-out of CTC and TCA in the solvent sector in Kenya

- (ii) An update on the delayed report required for the following project during the 65<sup>th</sup> meeting:

Agency	Code	Project Title
UNDP	PAK/ARS/56/INV/71	Plan for phase-out of CFCs in the manufacture of pharmaceutical MDIs in Pakistan

- (iii) Additional status reports on the projects listed in Annexes VIII and X to document UNEP/OzL.Pro/ExCom/65/6;
- (iv) An update on the status report required for the following projects during the 65<sup>th</sup> meeting:

Agency	Code	Project Title
IBRD	IND/PRO/59/INV/435	Accelerated CFC production phase-out (first tranche) in India
IBRD	MEX/DES/58/PRP/143	Preparation for the second component of the pilot demonstration project on ODS waste management and disposal in Mexico

- (v) Bilateral and implementing agencies to report to the 66<sup>th</sup> meeting on the signing of project document/agreement/Small Scale Funding agreement, or when working arrangements had been put into place for approved HPMPs;
- (vi) The Governments of Canada, Israel, Portugal and Spain to provide their implementation delays reports to the 66<sup>th</sup> meeting of the Executive Committee; and
- (vii) The Fund Secretariat to write to the following countries enquiring why they reported that their licensing systems were not operating satisfactorily: Cook Islands (the), Democratic Republic of the Congo (the), and Lesotho.

## 6. Programme implementation:

### (a) Monitoring and evaluation

#### (i) 2011 consolidated project completion report

Document [UNEP/OzL.Pro/ExCom/65/7](#) provides the Executive Committee with an overview of the results reported in the project completion reports (PCRs) received since the 62<sup>nd</sup> meeting in November 2010 pursuant to decisions 23/8(i) and 26/11 of the Executive Committee that requested the Senior Monitoring and Evaluation Officer to present a consolidated PCR, after consultation with the implementing agencies, to the third meeting of the year.

Issues to be addressed:

- PCRs received and due;
- Delays in implementation;
- Content and quality of PCR reports;
- Lessons learned reported in PCRs; and
- Schedule for submission of PCRs in 2012.

Action expected from the Executive Committee: The Executive Committee may wish to consider:

- (a) Taking note of the 2011 consolidated project completion report including the schedule for submission of project completion reports (PCRs) due and the lessons learned as presented in Annex II;
- (b) Requesting implementing agencies and bilateral agencies concerned:
  - (i) To establish by the end of January 2012, in cooperation with the Multilateral Fund Secretariat, full consistency of data reported in the PCRs in the inventory and in the annual progress reports;
  - (ii) To provide, by the end of January 2012, the information still missing in a number of PCRs;
  - (iii) To clear by the end of January 2012 the backlog of PCRs on projects completed before the end of 2006;
- (c) Inviting all those involved in the preparation and implementation of projects to take into consideration the lessons learned drawn from PCRs when preparing and implementing future projects.

**(ii) Completion report format for multi-year agreement projects**

Document UNEP/OzL.Pro/ExCom/65/8 presents the format for multi-year agreement projects following decision 62/6(c) of the Executive Committee that requests the Senior Monitoring and Evaluation Officer to “address the issue of development of a completion report format for completed multi-year projects as a matter of priority and to inform the 65<sup>th</sup> meeting of the Executive Committee on progress”.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish to consider taking note of the MYA project completion report format as presented in document UNEP/OzL.Pro/ExCom/65/8.

**(iii) Desk study on evaluation of multi-year agreement projects**

Document UNEP/OzL.Pro/ExCom/65/9 presents to the Executive Committee the desk study on the evaluation of multi-year agreement (MYA) projects. The desk study is the first phase of an evaluation of the effectiveness and results of the implementation of MYAs. Its purpose is to collect and analyze information from a variety of sources and to prepare the ground for the second phase of the evaluation, which will include data collection and analysis in the field level. The study examined documents from a sample of 36 MYAs in 32 countries. While conclusions and recommendations point out issues for further consideration the study also addresses lessons

learned and good practices for the implementation of the HCFC phase-out management plans (HPMPs).

Issues to be addressed: Suggestions on how to approach the final evaluation.

Action expected from the Executive Committee: The Executive Committee may wish to take note of the information provided in the desk study on the evaluation of multi-year agreements, as presented in document UNEP/OzL.Pro/ExCom/65/9 including the issues to be addressed during the second phase of the evaluation.

**(iv) Report on the review of document “Regulations to Control Ozone Depleting Substances: a Guide Book (2000)”**

Document UNEP/OzL.Pro/ExCom/65/10 contains a brief description and analysis of the document entitled “Regulations to Control Ozone Depleting Substances: a Guide Book (2000)”.

Issues to be addressed:

- Need for a survey on use of the guidelines;
- Opportunity and necessity of an evaluation of the legislation and quotas.

Action expected from the Executive Committee: The Executive Committee may wish to consider:

- (a) Recommending an evaluation of legislation, regulations and quotas as suggested in the 2012 draft monitoring and evaluation work programme. The process could be expedited by using the Regulations to Control Ozone Depleting Substances: a Guide Book (2000) as a background document, and carrying out several case studies which may yield further information on how the legislation process has evolved as well as on sustainability issues; each case study will take into account the specific national conditions and circumstances in which legislation is drafted and implemented. Because other evaluations have been suggested and included into the 2012 monitoring and evaluation work programme it would be preferred that this evaluation be part of the 2013 or 2014 work programme, if needed; and
- (b) Advising the Senior Monitoring and Evaluation Officer on the need to undertake a survey on the use of the guidebook.

**(v) Draft Monitoring and Evaluation work programme for the year 2012**

Document UNEP/OzL.Pro/ExCom/65/11 contains the draft monitoring and evaluation work programme for the year 2012. It presents a proposal for the evaluation studies to be conducted as well as the general methodological approach; and the budget required for the 2012 work programme.

Issues to be addressed: Evaluation studies proposed for 2012.

Action expected from the Executive Committee: The Executive Committee may wish to approve the proposed 2012 work programme at a budget of US \$351,000, as shown in document UNEP/OzL.Pro/ExCom/65/11.



**(b) Report on implementation of approved projects with specific reporting requirements**

Documents UNEP/OzL.Pro/ExCom/65/12 and Add.1 consist of progress reports on the implementation of national phase-out plans, terminal phase-out management plans, sector plans, HCFC demonstration and investment projects, and the global chiller replacement project.

Issues to be addressed:

- Completion of the remaining activities under the NPP for Ecuador ;
- Completion of the remaining activities for the NPP for Egypt and submission of an independent verification report for the years 2009 and 2010;
- Remaining funds under the NCPP for the Philippines and submission of an independent verification report for the years 2009 and 2010;
- Submission of the verification report for 2010 consumption of CFCs and halons in respect of the NOPP for Tunisia;
- Slow implementation of the national phase-out of methyl bromide (phase II, first tranche) for Guatemala;
- Use of CTC for VCM production that had been classified incorrectly as feedstock in India when reporting CTC consumption;
- Request for a change of one downstream enterprise in the project for Guangdong Wanhua Rongwei Polyurethane Co., Ltd in China;
- Need to submit an independent verification on the consumption and production of ODS in process agent uses in China in the year 2010;
- In respect of the global chiller replacement project whether to:
  - fund two specific chiller replacements in Jordan; and
  - include Argentina as one of the beneficiary countries under the global chiller project, with conditions identical to those specified in decisions 46/33 and 47/26.

Action expected from the Executive Committee: The Executive Committee may wish to consider:

*National phase-out plans (NPPs) and terminal phase-out management plans (TPMPs)*

- (a) Requesting the relevant bilateral and implementing agencies to submit to the 66<sup>th</sup> meeting complete progress reports on the implementation of the national phase-out plans and terminal phase-out management plans that are due, as per specific decisions taken between the 59<sup>th</sup> and 64<sup>th</sup> meetings, that have not yet been submitted.
- (b) With regard to Afghanistan:
- (i) To take note of the verification report on the 2009 and 2010 audit of ODS consumption in Afghanistan.
- (c) With regard to Ecuador:
- (i) To take note of the 2010 progress report on the implementation of the national CFC phase-out plan for Ecuador;
- (ii) To request UNEP and UNIDO to expedite the completion of the remaining activities under the NPP, noting that they will assist Ecuador to sustain zero consumption of CFCs and facilitate the phase-out of HCFCs, and to report to the Executive Committee at its 67<sup>th</sup> meeting on the completion of the implementation of the NPP; and

- (iii) To request UNEP to submit the verification reports on the 2009 and 2010 CFC consumption of Ecuador no later than the 67<sup>th</sup> meeting of the Executive Committee.
- (d) With regard to Egypt:
  - (i) To take note of the 2010 progress report on the implementation of the national CFC phase-out plan for Egypt; and
  - (ii) To request UNIDO to submit the independent consumption verification report for the years 2009 and 2010 to the 67<sup>th</sup> meeting of the Executive Committee together with a timetable for completion of the remaining activities in the national CFC phase-out plan.
- (e) With regard to the Philippines:
  - (i) To note the progress report on the implementation of the national CFC phase-out plan (NCP) for Philippines for the period 2003-2011;
  - (ii) To note the verification report of 2008 CFC consumption; and
  - (iii) To note that the grant agreement between the World Bank and the Government of the Philippines closed on 30 June 2011, and to encourage the Government of Philippines to submit, with the assistance of their selected implementing agency, a verification report for 2009 and 2010, an implementation plan for 2012-2013 for the remaining funds under the NCP by the 66<sup>th</sup> meeting.
- (f) With regard to Tunisia:
  - (i) To take note of the submission of the verification report for 2008/2009 and the annual progress report for 2010 and the first half of 2011;
  - (ii) To approve the biennial implementation plan as modified for the remainder of 2011 and 2012; and
  - (iii) To request the World Bank to submit a verification of the 2010 consumption of CFCs and halons to the 67<sup>th</sup> meeting of the Executive Committee.

*Methyl Bromide Phase-out Plans*

- (a) With regard to Guatemala:
  - (i) To take note of the progress report on the implementation of the national phase-out of methyl bromide (phase II, first tranche);
  - (ii) To urge the Government of Guatemala, with the assistance of UNIDO, to speed up the implementation of the first tranche of the phase-out plan; and
  - (iii) To request UNIDO to submit a progress report on the implementation of the project no later than the 68<sup>th</sup> meeting of the Executive Committee.

- (b) With regard to Honduras:
  - (i) The Executive Committee may wish to note the progress report on the implementation of the national methyl bromide phase-out plan in Honduras.

*Sector phase-out plans*

- (a) With regard to China:
  - (i) Based on the information provided by the World Bank, the Executive Committee may wish to take note of the status report on the implementation of the approved annual programmes for 2009 up to June 2011 in the CFC foam sector, submitted by the World Bank on behalf of the Government of China; and
  - (ii) The Executive Committee may wish to request the Government of China and the World Bank to report to the Fund Secretariat at the 66<sup>th</sup> meeting, on the status of the legal issue with respect to the transportation of halons from dismantled fire protection equipment and systems in the context of additional status reports for the agenda item on the status of delays and compliance.
  - (iii) The Executive Committee may wish to consider noting the submission by the World Bank, on behalf of the Government of China, related to production and consumption of ODS in process agent uses and whether to:
    - a. Accept the report provided by the World Bank as sufficient for 2010;
    - Or
    - b. Request the World Bank to provide an independent verification on the consumption and production in the year 2010 which should, at a minimum, verify the set-up of the monitoring system and the quality of the information provided by it and carry out site visits of the relevant enterprises not yet visited and a sample of those visited in order to gather the necessary data for the verification report, and to submit the related report not later than eight weeks prior to the 67<sup>th</sup> meeting of the Executive Committee.
- (b) With regard to India:
  - (i) To take note of the submission of a verification of the CTC production and consumption in India for the year 2010;
  - (ii) To take note that within the verification, the use of CTC for VCM production had been classified as feedstock, since the beginning of the year 2008, when it has been agreed by the Parties to be a process agent use;
  - (iii) To request the World Bank to advise the Government of India to update the CTC consumption data reported under Article 7 of the Montreal Protocol to the Ozone Secretariat for the years 2008 to 2010 accordingly;
  - (iv) To request the World Bank to co-ordinate with the Government of India to investigate to what degree the quantities of CTC destroyed would offset the quantities of CTC used as process agent, and to provide a related report to be

submitted not later than eight weeks before the 66<sup>th</sup> meeting of the Executive Committee;

- (v) To request the World Bank to provide an implementation report for the year 2010 in time for the 66<sup>th</sup> meeting of the Executive Committee; and to include in the submission any necessary revision to the implementation plan approved at the 61<sup>st</sup> meeting; and
- (vi) To request the Secretariat to inform the Executive Committee on progress at the 66<sup>th</sup> meeting under “Special reporting requirements”.

*HCFC Demonstration and Investment Projects*

- (a) With regard to China:
  - (i) To note the progress report on the conversion from HCFC-141b-based to cyclopentane-based pre-blended polyol in the manufacture of rigid polyurethane foam at Guangdong Wanhua Rongwei Polyurethane Co., Ltd., submitted by the World Bank;
  - (ii) To approve the request for the replacement of the downstream enterprise Zhongshan Jinli Refrigeration Equipment Manufacturing Co., Ltd., with Guangdong Vanward New Electric Co., Ltd., as requested by the Government of China;
  - (iii) To request the Government of China and the World Bank to submit a final progress report to the Executive Committee once the demonstration project, including conversion of the four downstream foam enterprises, has been completed;
  - (iv) To take note of the progress report on the project for the conversion from HCFC-141b-based to HFC-245fa-based spray polyurethane foam at Harbin Tianshuo Building Materials Co. submitted by the World Bank;
  - (v) To request the Government of China and the World Bank to submit to the Executive Committee a final progress report once the demonstration project has been completed;
  - (vi) To take note of the progress report of conversion of the foam part of Jiangsu Huaiyin Huihuang Solar Co., Ltd. from HCFC-141b to cyclopentane submitted by the World Bank; and
  - (vii) To request the Government of China and the World Bank to submit to the Executive Committee a final progress report once the demonstration project has been completed.

*Global chiller replacement project*

The Executive Committee might wish to consider:

- (a) Noting the submission of a progress report on the “Global chiller replacement project” of the World Bank;

- (b) Whether to:
  - (i) Allow retroactive funding of “housing bank” chiller activity in Jordan;
  - (ii) Allow support through the global chiller project for the replacement of one CFC chiller in the airport in Amman after its decommissioning;
  - (iii) Include Argentina as one of the beneficiary countries under the global chiller project, with conditions identical to those specified in decisions 46/33 and 47/26;
- (c) Requesting UNDP and UNIDO to submit progress reports regarding the implementation of projects not yet completed to the 66th meeting, including information on co-funding, chillers remaining and chillers already converted for each of their activities.

## 7. Project Proposals

### (a) Overview of issues identified during project review

Document UNEP/OzL.Pro/ExCom/65/13 contains four sections: an analysis of the number of projects submitted by bilateral and implementing agencies to the 65<sup>th</sup> meeting; issues identified during the project review process; projects and activities submitted for blanket approval; and investment projects for individual consideration.

Issues to be addressed: Flexibility provision under HCFC phase-out management plans.

Action expected from the Executive Committee: The Executive Committee may wish:

#### *Projects and activities submitted for blanket approval*

- (a) To approve the projects and activities submitted for blanket approval at the levels of funding indicates in Annex [ ] to the final report, together with the conditions or provisions included in the corresponding project evaluation documents and the conditions attached to the projects by the Executive Committee; and
- (b) To decide that, for projects related to renewal of institutional strengthening, blanket approval included approval of the observations to be communicated to recipient governments contained in Annex [ ] to the final report.

#### *Flexibility provision under HCFC phase-out management plans*

The Executive Committee might wish to either continue considering the matter of the flexibility provision under HCFC phase-out management plans in relation to technology changes and funding reallocation among sectors on a case-by-case basis, or to take a policy decision as proposed in paragraph 8 of document UNEP/OzL.Pro/ExCom/65/13.

### (b) Bilateral cooperation

Document UNEP/OzL.Pro/ExCom/65/14 provides an overview of requests from bilateral agencies, and whether they are eligible for approval by the Executive Committee in light of the maximum level of bilateral cooperation available for 2011. One project is fully addressed in the document and is submitted for individual consideration, and two are addressed under the respective country project proposal documents.

Issues to be addressed:

- Bilateral amount submitted by Germany to the 65<sup>th</sup> meeting exceeds Germany's allocation for the 2009-2011 triennium;
- Lack of regulatory frameworks and credible collection efforts for ODS waste in the four countries included in the project; and
- Impact of the future change of status of one country participating in the project.

Action expected from the Executive Committee: The Executive Committee may wish:

- (a) To consider whether or not to approve the request for project preparation for the development of a strategy for disposal and destruction of ozone depleting substances for four low-volume-consuming countries in the Europe and Central Asia region at the level of funding of US \$35,000 for the Government of the Czech Republic plus agency support costs of US \$4,550, in line with decision 58/19.
- (b) To request the Treasurer to offset the costs of the bilateral projects approved at the 65<sup>th</sup> meeting as follows:
  - (i) [US \$XXX] (including agency fees) against the balance of the Czech Republic's bilateral contribution for 2011;
  - (ii) [US \$XXX] (including agency fees) against the balance of France's bilateral contribution for 2011; and
  - (iii) US \$8,446 (including agency fees) against the balance of Germany's bilateral contribution for 2009-2011 and [US \$XXX] to be offset against Germany's approved pledge for 2012-2015.

**(c) Amendments to work programmes for 2011**

**(i) UNDP**

Document [UNEP/OzL.Pro/ExCom/65/15](#) contains five institutional strengthening (IS) renewal requests and one request for approval of the remaining funding of a previous phase submitted by UNDP. These IS requests were recommended for blanket approval and were considered under agenda item 7(a).

Issues to be addressed: None.

Action expected from the Executive Committee: None.

**(ii) UNEP**

Document [UNEP/OzL.Pro/ExCom/65/16](#) contains six activities submitted by UNEP, including requests for five institutional strengthening projects and one for technical assistance to phase-out the use of methyl bromide. All the requests were recommended for blanket approval and were considered under agenda item 7(a).

Issues to be addressed: None.

Action expected from the Executive Committee: None.

**(iii) UNIDO**

Document [UNEP/OzL.Pro/ExCom/65/17](#) contains four activities submitted for funding by UNIDO, including three requests for institutional strengthening renewals that were recommended for blanket approval and were considered under agenda item 7(a). The other request in the work programme amendment is a regional strategy for disposal and destruction of ODSs for four low-volume-consuming countries, request that is submitted for individual consideration.

Issues to be addressed:

- Lack of regulatory frameworks and credible collection efforts for ODS waste in the four countries included in the project; and
- Impact of the future change of status of one country participating in the project.

Action expected from the Executive Committee: The Executive Committee may wish to consider, in light of the Secretariat's comments contained in [UNEP/OzL.Pro/ExCom/65/14](#), whether or not to approve the request for project preparation for the development of a strategy for disposal and destruction of ODSs for four low-volume-consuming countries in the Europe and Central Asia region at the level of funding of US \$35,000 plus agency support costs of US \$2,625 for UNIDO, in line with decision 58/19.

**(iv) World Bank**

Document [UNEP/OzL.Pro/ExCom/65/18](#) contains one HPMP project preparation request for investment activities in the foam sector submitted for funding by the World Bank. This activity was recommended for blanket approval and was considered under agenda item 7(a).

Issues to be addressed: None.

Action expected from the Executive Committee: None.

**(d) Compliance Assistance Programme (CAP) budget for 2012**

Document [UNEP/OzL.Pro/ExCom/65/19](#) contains the UNEP's budget for its Compliance Assistance Programme (CAP) for 2012, budget that is in line with decision 47/24. The submission includes the 2012 CAP narrative, budget, CAP achievements in the current year and a list of special compliance assistance activities implemented using the CAP budget.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish to consider:

- (a) Approving the Compliance Assistance Programme (CAP) budget for 2012 at US \$9,157,000 plus agency support costs of 8 per cent amounting to US \$732,560 contained in Annex I of document [UNEP/OzL.Pro/ExCom/65/19](#);
- (b) Requesting UNEP, in future submissions of the CAP budget to:
  - (i) Continue to provide detailed information on the activities for which the global funds will be used;

- (ii) Continue to extend the prioritisation of funding between CAP budget lines so as to accommodate changing priorities; and provide details on the reallocations made for its budget following decisions 47/24 and 50/26; and
  - (iii) Continue to report on the current staff post levels and inform the Executive Committee of any changes therein, particularly in respect of any increased budget allocations.
- (e) **2012 core unit costs for UNDP, UNIDO and the World Bank, and administrative cost regime for the 2012-2014 triennium (decisions 62/25(c) and 64/6(c)(iii))**

Document UNEP/OzL.Pro/ExCom/65/20 contains information on actual administrative costs for 2008, 2009, and 2010 and estimated costs for 2011, and their associated approved budgets. It also contains requests for proposed 2012 core unit costs as well as an assessment of the administrative cost regime for the 2012-2014 triennium.

Issues to be addressed:

- Requests for approval of core unit costs for UNDP and UNIDO with a 3 per cent increase over the 2011 budget and the World Bank with a 0.68 per cent increase over the 2011 budget in line with decision 56/41;
- Assessing administrative costs on the basis of likely expenditures instead of approvals;
- The appropriateness of the existing regime in light of the changing roles and portfolios of implementing agencies;
- Options for ensuring that the overall administrative cost ratio remained within the historical average or lower; and
- UNEP administrative costs taking into account Compliance Assistance Programme (CAP) administrative cost activities.

Action expected from the Executive Committee: The Executive Committee may wish to consider:

- (a) Noting the report on 2012 core unit costs for UNDP, UNIDO and the World Bank, and on administrative cost regime for the 2012-2014 triennium as presented in document UNEP/OzL.Pro/ExCom/65/20;
- (b) Whether:
  - (i) To approve the requested increases in the core unit budgets for UNDP, UNIDO and the World Bank or to maintain the current levels;
  - (ii) Any modifications are warranted to the existing administrative cost regime and approving an administrative cost regime for the 2012-2014 triennium;
  - (iii) The existing administrative cost regime should apply to UNEP for the 2015-2017 triennium with the possible exception of any agreement with respect to a special agency fee for the HCFC phase-out management plan activities in China;
- (c) Requesting:
  - (i) The Fund Secretariat, in cooperation with the bilateral and implementing agencies, to consider options for an administrative cost regime for the 2015-2017 triennium to be presented to its 68<sup>th</sup> meeting; and



- (ii) The implementing agencies to provide a cost analysis of the use of administrative costs for reporting, project implementation and internal requirements to the 66<sup>th</sup> meeting for consideration by the Executive Committee in the context of the paper on the “nature, content and timing of status information to be provided in the progress reports while exploring ways to further systematize and streamline reporting on progress to the Executive Committee across the spectrum of reports” as per decision 64/6(c)(i).

**(f) Investment projects**

Document UNEP/OzL.Pro/ExCom/65/13 contains a list of projects for individual consideration (see Table 1). A tranche for a national phase-out plan for methyl bromide was recommended for blanket approval and was considered under Agenda item 7(a).

Issues to be addressed: In the table below, each of the projects should be considered for approval individually. Project descriptions and the comments of the Secretariat can be found in the relevant country project document referred to in the table.

**Table 1. List of projects for individual consideration**

Country	Project	Agency	ExCom	Issue
<b>Methyl bromide</b>				
Ecuador	Technical assistance to eliminate the remaining consumption of methyl bromide to be in compliance with the total phase-out	UNIDO/UNEP	65/31	All issues have been satisfactorily addressed
Kenya	Technical assistance for the final elimination of methyl bromide in post harvest sector	UNIDO	65/40	All issues have been satisfactorily addressed
<b>HPMPs for LVC countries</b>				
Angola	HCFC phase-out management plan (stage I, first tranche)	UNDP	65/21	All issues have been satisfactorily addressed
Bahamas	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/22	All issues have been satisfactorily addressed
Botswana	HCFC phase-out management plan (stage I, first tranche)	France	65/26	All issues have been satisfactorily addressed
Burundi	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/27	All issues have been satisfactorily addressed
Cuba	HCFC phase-out management plan (stage I, first tranche)	UNDP	65/29	All issues have been satisfactorily addressed
Ecuador	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/31	All issues have been satisfactorily addressed
El Salvador	HCFC phase-out management plan (stage I, first tranche)	UNDP/UNEP	65/33	All issues have been satisfactorily addressed
Equatorial Guinea	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/34	All issues have been satisfactorily addressed
Fiji	HCFC phase-out management plan (stage I, first tranche)	UNDP/UNEP	65/35	All issues have been satisfactorily addressed
Gambia	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/36	All issues have been satisfactorily addressed
Guinea-Bissau	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/37	All issues have been satisfactorily addressed
Nepal	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNDP	65/43	All issues have been satisfactorily addressed
Sierra Leone	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/48	All issues have been satisfactorily addressed

Country	Project	Agency	ExCom	Issue
Suriname	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/49	All issues have been satisfactorily addressed
Zimbabwe	HCFC phase-out management plan (stage I, first tranche)	Germany	65/52	All issues have been satisfactorily addressed
<b>HPMPs/sector plan for non-LVC countries</b>				
Bahrain	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/23	Acknowledgment of potential non-compliance
Bangladesh	HCFC phase-out management plan (stage I, first tranche)	UNDP/UNEP	65/24	All issues have been satisfactorily addressed
China	Sector plan for phase-out of HCFCs in the solvent sector (stage I, first tranche)	UNDP	65/28	All issues have been satisfactorily addressed
Dominican Republic	HCFC phase-out management plan (stage I, first tranche)	UNDP/UNEP	65/30	Reduction above 10 per cent of baseline
Egypt	HCFC phase-out management plan (stage I, first tranche)	UNDP/ UNIDO	65/32	Reduction above 10 per cent of baseline, change to starting point
Iraq	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/38	Reduction above 10 per cent of baseline
Jordan	HCFC phase-out management plan (stage I, first tranche)	UNIDO/World Bank	65/39	Resubmission from 64 <sup>th</sup> meeting with changes introduced; reduction above 10 per cent of baseline
Malaysia	HCFC phase-out management plan (stage I, first tranche)	UNDP	65/41	Reduction above 10 per cent of baseline
Morocco	HCFC phase-out management plan (stage I, first tranche)	UNIDO	65/42	All issues have been satisfactorily addressed
Oman	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/44	All issues have been satisfactorily addressed
Panama	HCFC phase-out management plan (stage I, first tranche)	UNDP/UNEP	65/45	Reduction above 10 per cent of baseline
Qatar	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/46	High consumption in servicing sector
Senegal	HCFC phase-out management plan (stage I, first tranche)	UNEP/UNIDO	65/47	All issues have been satisfactorily addressed
Uruguay	HCFC phase-out management plan (stage I, first tranche)	UNDP/UNIDO	65/50	Basis for the calculation of the starting point

Action expected from the Executive Committee: The Executive Committee may wish to consider whether to approve each of the projects listed in the table above on the basis of the discussions held under agenda item 7(a), information provided in the relevant project proposal document including the Secretariat's comments, any additional documents circulated in accordance with decision 41/80 and, any information provided at the meeting by the Secretariat or the relevant implementing/bilateral agency.

#### **8. Incremental costs related to retooling for manufacturing heat exchangers (decisions 61/45 and 62/61)**

Document UNEP/OzL.Pro/ExCom/65/53 is submitted by the Secretariat pursuant to decision 62/61 which requested the Secretariat to prepare a new document on the incremental cost related to retooling for manufacturing of heat exchangers to assist in the Committee's deliberations, incorporating any views it might receive from experts, implementing agencies and members of the Executive Committee.

Issues to be addressed: Eligibility of cost for future conversions in the manufacture of heat exchangers to HFC-410A.

Action expected from the Executive Committee: Based on the reported discussions, the content of document UNEP/OzL.Pro/ExCom/62/55 included as Annex I to document UNEP/OzL.Pro/ExCom/65/53, and the information provided in the study contained in Attachment I of the document, the Executive Committee might wish to consider:

- (a) That in cases where the conversion of a manufacturer of air conditioning products to an alternative technology with substantially higher working pressure is undertaken, and where this manufacturer has its own heat exchanger manufacturing facility, expenditures related to dynamic testing of heat exchangers are to be part of the conversion cost in order to ensure that they are sufficiently pressure resistant;
- (b) Requesting the Secretariat to use, for those cases, the technical information provided in document UNEP/OzL.Pro/ExCom/65/53 and the related technical study, as well as any other related information available to determine the extent to which these costs are eligible and incremental;
- (c) Approving, for the project “Phase-out of HCFC-22 and HCFC-141b from the manufacture of unitary air-conditioning equipment at Petra Engineering Industries Co.” (Jordan), additional funding of US \$126,500 plus agency support costs for UNIDO of US \$9,488 to cover the costs associated with changes in the heat exchanger production and testing, in line with decision 60/41; and
- (d) Approving, for the stage I of the HPMP for Indonesia (air conditioning sector plan), additional funding of US \$52,800 plus agency support costs for UNDP of US \$3,960 to cover the costs associated with changes in the heat exchanger production and testing, in line with decision 64/42, and to request the Secretariat to update the Agreement with Indonesia accordingly when introducing any changes related to the determination of the baseline consumption for Indonesia.

**9. Report on the Multilateral Fund Climate Impact Indicator (decisions 59/45, 62/62, 63/62, and 64/51)**

Document UNEP/OzL.Pro/ExCom/65/54 is submitted by the Secretariat pursuant to decision 64/51 whereby the Committee, after noting the report submitted to the 64<sup>th</sup> meeting, decided to continue discussions on the Multilateral Fund Climate Impact Indicator (MCII) at its 65<sup>th</sup> meeting. In light of the decisions taken at the 63<sup>rd</sup> and 64<sup>th</sup> meetings, and to enable the Committee to give greater consideration to the issue, the Secretariat has not developed document UNEP/OzL.Pro/ExCom/63/58 any further but to reflect the discussions during the 63<sup>rd</sup> meeting.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish to:

- (a) Take note of the report on the experience gained in implementing the Multilateral Fund Climate Impact Indicator (MCII);
- (b) Request the Secretariat to finalize the development of the MCII for the different sectors as outlined in document UNEP/OzL.Pro/ExCom/65/54;

- (c) Request the Secretariat to inform the Executive Committee about progress made and experience gained in applying the MCII to project submissions not later than the 69<sup>th</sup> meeting;
- (d) Request the Secretariat to apply the climate indicator to the relevant projects and sub projects submitted to allow the climate impact of the technological options presented in the submissions to be measured; and
- (e) Request the Secretariat to present a fully developed version of the MCII to the Executive Committee available not later than the 68<sup>th</sup> meeting, in order to enable an assessment of whether this can be applied as a fully integrated tool for the preparation and assessment of project submissions in order to calculate the climate impact of the HCFC consumption projects of the Multilateral Fund.

#### **10. Report of the Production Sector Sub-group**

Document UNEP/OzL.Pro/ExCom/65/55 will be issued during the 65<sup>th</sup> meeting and will provide a report of the meeting of the Production Sector Sub-group to take place in the margins of the meeting. The document will contain an account of the Sub-group's consideration of a provisional agenda, of the verification report on the implementation of the 2010 China CFC production phase-out programme, of the 2010 – 2011 annual programme for the implementation of the India CFC production sector phase-out and approval by the Executive Committee of the second and final tranche, and a draft decision for the HCFC Production Sector guidelines (documents UNEP/OzL.Pro/ExCom/65/SGP/1-4). The report will also provide a summary of interim findings on the technical audit of the HCFC production sector in China, which will be presented by the Consultant during the meeting of the Production Sector Sub-group.

#### **11. Accounts of the Multilateral Fund**

##### **(a) 2010 final accounts**

Document UNEP/OzL.Pro/ExCom/65/56 presents the 2010 financial statements of the Multilateral Fund, the four implementing agencies and the Secretariat.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish to:

- (a) Note the audited financial statement of the Multilateral Fund as at 31 December 2010 contained in document UNEP/OzL.Pro/ExCom/65/56;
- (b) Note the actions taken with respect to recording the loss on the Fixed-Exchange-Rate-Mechanism previously recorded as part of the Secretariat's expenditures as a separate line item in the accounts of the Fund and that any losses or gains under the mechanism will be recorded in UNEP's accounts using an identifying code;
- (c) Note the action taken regarding the return of bilateral projects balances in cash as part of prior years' contributions instead of miscellaneous income;
- (d) Note the indicative breakdown of the US \$500,000 annual fees of the Treasurer provided by the Treasurer as a supplement to the 2010 accounts only;

- (e) Note that document UNEP/OzL.Pro/ExCom/65/58 on the revised 2012, approved 2013 and proposed 2014 budgets contains the Secretariat's report on monitoring staff costs and assessing the appropriate rate of increase for future years;
- (f) Note that the final audit report on the 2010 financial statement for the year ended 31 December 2010 is pending UNEP's review; and
- (g) Request the Treasurer to record in the 2011 accounts the differences between the agencies' provisional statements and their final 2010 accounts as reflected in tables 1 and 2 of this document.

**(b) Reconciliation of the accounts**

Document UNEP/OzL.Pro/ExCom/65/57 presents the 2010 reconciliation of the accounts exercise prepared as per decision 38/9(d) which, *inter alia*, requested that a full reconciliation of the accounts with the progress and financial reports be prepared for the last meeting of each year.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish to:

- (a) Note the reconciliation of the 2010 accounts, as presented in document UNEP/OzL.Pro/ExCom/65/57;
- (b) Request the implementing agencies to carry out 2010 adjustments in 2011 as follows:
  - (i) UNDP to adjust its records of approved amounts by US \$(33) in its Progress Report;
  - (ii) UNEP to adjust its records on approved amounts by US \$3,984 and its income by US \$22,807 and US \$13,494 in its Progress Report; and
  - (iii) UNIDO to adjust its records of approved amount by US \$(14) and its income by US \$226,429 and US \$3,015 in its Progress Report.
- (c) Request the Treasurer to refund to UNDP an amount of US \$32,642 to rectify the overstated interest income reported by UNDP as of September 2010;
- (d) To note the 2010 outstanding reconciling items as follows:
  - (i) US \$11 difference in income in UNDP's 2010 Accounts;
  - (ii) US \$(12) in income and US \$184 additional expenditure in UNIDO's 2010 Accounts; and
  - (iii) Shortfall in income of US \$38,234 in the World Bank's accounts.
- (e) To note the standing reconciling items as follows:
  - (i) UNDP standing reconciling items for unspecified projects at the amounts of US \$68,300 and US \$29,054; and
  - (ii) World Bank standing reconciling items for the following projects:

- Sweden bilateral (THA/HAL/29/TAS/120) at the amount of US \$225,985;
- United States of America bilateral (CPR/PRO/44/INV/425) at the amount of US \$5,375,000; and
- United States of America bilateral (CPR/PRO/47/INV/439) at the amount of US \$5,375,000.

**12. Revised 2012 and 2013, and proposed 2014 budgets of the Fund Secretariat**

Document UNEP/OzL.Pro/ExCom/65/58 contains feedback from the Secretariat on its assessment on the appropriate rate of increase in staff costs for future years as a follow-up to decision 60/49(a) and (b). The document also presents a revision to the approved 2012 budget to introduce the operational costs of the Secretariat and to revise the personnel component; revision to the personnel component of the 2013 budget; and a proposal for the 2014 budget to cover staff costs in 2014.

Issues to be addressed: None.

Action expected from the Executive Committee: The Executive Committee may wish to:

- (a) Note the Secretariat's feedback on the appropriate rate of increase for staff costs contained in document UNEP/OzL.Pro/ExCom/65/58;
- (b) Maintain the three per cent rate applied to the 2012, 2013 as well as 2014 budgets and request the Secretariat to revisit the rate of three per cent in 2012 to further assess the most appropriate rate once all positions had been filled and occupied for at least two years;
- (c) Approve the amount of US \$3,034,869 in the revised 2012 budget of the Fund Secretariat, as contained in Annex I to the present document, to cover the operational costs of the Secretariat and the 2012 revised personnel component cost resulting in a total of US \$6,919,774;
- (d) Approve the additional amount of US \$42,063 in the revised 2013 personnel component costs of the budget totalling US \$4,043,516; and
- (e) Approve the proposed 2014 personnel component costs of the budget totalling US \$4,164,821.

**13. Draft report of the Executive Committee of the Multilateral Fund to the Twenty-third Meeting of the Parties to the Montreal Protocol**

Document UNEP/OzL.Pro/ExCom/65/59 contains the draft report of the Executive Committee to the Twenty-third Meeting of the Parties, summarizing the most important decisions taken by the Committee at its 62<sup>nd</sup>, 63<sup>rd</sup> and 64<sup>th</sup> meetings.

Issues to be addressed: Since the reporting period also includes the 65<sup>th</sup> meeting, the report will need to be updated immediately after the Report of the 65<sup>th</sup> meeting of the Executive Committee is finalized.

Action expected from the Executive Committee: After considering the draft report, the Executive Committee may wish to authorize the Secretariat to finalize the report in the light of the

discussions held and decisions taken at the 65<sup>th</sup> meeting of the Executive Committee, as well as any comments made on this item by Executive Committee members.

**14. Other matters**

The substantive issues agreed for inclusion on agenda item 2(a) will be taken up under this agenda item.

**15. Adoption of the report**

The Committee will have in front of it the draft report of the 65<sup>th</sup> meeting for its consideration and adoption.

**16. Closure of the meeting**

The meeting is expected to be closed on Thursday, 17 November 2011.

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