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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-first Meeting
Montreal, 2-6 December 2013

SECRETARIAT ACTIVITIES

Introduction

1. This document presents activities of the Secretariat since the 70th meeting of the Executive Committee.

Notification of the decisions of the 70th meeting of the Executive Committee

2. The Report of the 70th meeting (UNEP/OzL.Pro/ExCom/70/59) was conveyed to all Executive Committee members and other participants, and was placed on the Multilateral Fund's website. Additionally, decisions related to project approvals and tranche submission delays were communicated to 72 Article 5 countries, and the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken at the meeting was sent by email to all meeting participants, to UNEP OzonAction Branch for onward transmission to the regional networks, and was also placed on the Multilateral Fund's website.

3. Pursuant to decision 70/25 the Secretariat finalized the Report of the Executive Committee to the Twenty-fifth Meeting of the Parties (25th MOP) in the light of the discussions held and decisions taken at its 70th meeting and forwarded the report in the official United Nations languages to the Ozone Secretariat as document UNEP/OzL.Pro.25/8.

Documents and policy papers for the 71st meeting

4. For the 71st meeting, the Secretariat prepared the following documents. In preparing these documents the Secretariat consulted with the Chair and Vice-Chair of the Executive Committee (agenda), and held discussions with the Treasurer, and relevant bilateral and implementing agencies as appropriate.

- Provisional agenda and annotated agenda;
- Secretariat activities;
- Status of contributions and disbursements (prepared jointly with the Treasurer);
- Report on balances and availability of resources;
- 2013-2015 business plans and tranche submission delays;
- Status reports and compliance;
- Consolidated 2014-2016 business plan of the Multilateral Fund;
- Comments on agencies' business plans for the years 2014-2016;
- 2013 consolidated project completion report;
- Desk study on the evaluation of the preparatory phase of the phasing out of HCFCs;
- Evaluation of metered-dose inhaler projects;
- Draft monitoring and evaluation work programme for the year 2014;
- Performance indicators (decision 70/14);
- Overview of issues identified during project review;
- Bilateral cooperation;
- Comments and recommendations on the 2013 work programme amendments of UNDP, UNEP, and UNIDO (3 documents);
- Project evaluation sheets, comments and recommendations on the projects and activities submitted to the 71st meeting (30 documents¹);
- Comments and recommendations on the UNEP's Compliance Assistance Programme (CAP) budget for 2014;

¹ Comments and recommendations were prepared for projects in the following countries: Algeria, Bahamas (the), Cameroon, Cape Verde, Chile, China, Congo (the), Croatia, Gambia (the), Guinea-Bissau, India, Indonesia, Islamic Republic of Iran, Malaysia, Mali, Mexico, Mongolia, Montenegro, Namibia, Nigeria, Papua New Guinea, Serbia, South Africa, Togo, Trinidad and Tobago, Turkmenistan, Uruguay, Viet Nam, Zambia, and Zimbabwe.

- 2014 Core unit costs for UNDP, UNIDO and the World Bank;
- Draft guidelines for funding the preparation of stage II of HCFC phase-out management plans (decisions 66/5 and 69/22 and paragraph 105 of UNEP/OzL.Pro/ExCom/70/59);
- Discussion paper on minimizing adverse climate impact of HCFC phase-out in the refrigeration servicing sector (decision 68/11 and paragraph 120 of UNEP/OzL.Pro/ExCom/70/59);
- Revised paper on criteria for funding HCFC phase-out in the consumption sector adopted by decision 60/44 (decisions 69/22(b), 69/24(d) and 70/21(c));
- Disbursement of funds for the HCFC phase-out management plan for China (decision 69/24(b)(i));
- Final 2012 accounts (prepared jointly with the Treasurer) ;
- Reconciliation of the accounts (prepared jointly with the Treasurer) ;
- Revised 2013, 2014 and 2015 and proposed 2016 budgets of the Fund Secretariat.

5. A summary of the issues raised in the aforementioned documents can be found in the Provisional annotated agenda (UNEP/OzL.Pro/ExCom/71/1/Add.1).

6. The Secretariat also prepared five documents for the meeting of the Sub-group on the Production Sector, which would take place in the margins of the 71st meeting.

7. A site containing meeting documents in Arabic, English, French and Spanish, and logistical information on the 71st meeting was created in the public website.

Preparation for the 71st meeting of the Executive Committee

8. Logistic arrangements were made for the 71st meeting, to be held at the International Civil Aviation Organization in Montreal, Canada from 2 to 6 December 2013. Letters of invitation were provided to members of the Executive Committee, the President of the Bureau of the 25th MOP, the President and Vice President of the Implementation Committee Under the Non-Compliance Procedure of the Montreal Protocol (ImpCom), the Executive Director of UNEP, the Executive Secretary of the Ozone Secretariat, the implementing agencies, the Global Environment Facility (GEF) and non-governmental organizations.

9. The Fund Secretariat reviewed and updated the following databases, documents and operational guidelines:

- Inventory of Approved Projects as of July 2013;
- Country Programme Summary Sheets as of July 2013;
- Policies, Procedures, Guidelines and Criteria as of July 2013;
- Phase-out plans and projects as of July 2013;
- HCFC phase-out management plans as of July 2013;
- List of confidential documents as of 4 November 2013.

Meetings attended and missions undertaken

Missions of the Chief Officer

Paris (France), 5-6 September 2013

10. The then Chief Officer (Ms. Nolan) took part in the annual meeting of UNEP's CAP Advisory Group where she provided guidance and inputs to discussions on the strategic orientation of the 2014 CAP programme based on Executive Committee decisions.

Beijing and Yinchuan (China), 9-14 September 2013

11. The then Chief Officer and the Deputy Chief Officer for Financial and Economic Affairs participated in the Joint meeting of the South East Asia and the Pacific and South Asia networks of ozone officers and the Regional workshop on HCFC phase-out and energy efficiency linkages (9-12 September) where they updated network members on recent decisions of the Executive Committee. They also used the mission as an opportunity to engage in bilateral discussions with representatives from the Government of China and the World Bank on the draft agreement between China and the Executive Committee for the phase-out of HCFCs in China's production sector. As a result the draft agreement was finalized and subsequently submitted to the Sub-group on the Production Sector. The representatives of the Secretariat also took part in the celebration in Beijing on 14 September 2013 to launch the HPPMP for China, where the then Chief Officer gave one of the opening speeches to participants.

Bangkok (Thailand), 18-25 October 2013

12. The Chief Officer and the Deputy Chief Officer for Financial and Economic Affairs attended the 51st Meeting of the ImpCom and the 25th MOP. They attended contact groups related to the terms of reference of the replenishment of the Multilateral Fund, additional funding to maximize climate benefits, and alternatives to ODS, and the discussion group on the management of HFCs.

13. Two officers from the Fund Secretariat provided assistance to the Ozone Secretariat during the Montreal Protocol meetings in Bangkok.

Missions of other staff

Havana (Cuba), 15-21 September 2013

14. The Senior Monitoring and Evaluation Officer (SMEO) travelled with two consultants to Cuba as part of the evaluation of the phase-out of CFCs in the manufacture of metered-dose inhalers (MDIs). The evaluation team prepared a country report on the specific problems of the transition to non-CFC MDIs in Cuba as part of the evaluation study. The results of the evaluation team's mission are discussed in document UNEP/OzL.Pro/ExCom/71/15.

Kingston (Jamaica) 1-4 October 2013

15. A Senior Programme Officer travelled to Jamaica where she gave a number of presentations to the Joint main meeting of the Latin America and Caribbean Networks of ozone officers. She updated the participants of the meeting on recent decisions of the Executive Committee and also discussed relevant issues related to the refrigeration and air-conditioning servicing sectors, including those associated with the introduction of flammable refrigerants and the potential impact on the climate.

Inter-Agency Coordination Meeting

16. The Fund Secretariat arranged an Inter-agency coordination meeting in Montreal from 24 to 25 September 2013. The meeting was attended by the Treasurer, the four implementing agencies, and the bilateral agencies of Germany and Italy. In addition to the 2014-2016 business plans, other issues discussed included *inter alia*: the merits of closing CFC, halon and CTC projects approved after 2009 in order to maximize efforts on the remaining compliance needs for methyl bromide and HCFCs; the proposal for performance indicators; administrative cost issues; project review issues; financial reporting for the HCFC phase-out management plan (HPMP) in China; and options as to how funds for HCFC phase-out could be disbursed as close as possible to the time when funds were needed.

17. The Chief Officer and the Deputy Chief Officer for Financial and Economic Affairs also met with the implementing agencies in the margins of the 25th MOP to follow up on issues discussed at the Inter-Agency coordination meeting and to address specific issues on project proposals submitted to the 71st meeting.

Staffing and recruitment

18. Following the retirement of Ms. Maria Nolan on 30 September 2013, Mr. Eduardo Ganem took up the post of Chief Officer from 1 October 2013. Two staff in the general service category, the registry clerk and the programme assistant of the SMEO, retired on 31 August 2013.

19. The Human Resources Management Service of the United Nations Office in Nairobi (UNON) has been carrying out a classification exercise to review the levels of “General Service” category posts in the UNEP Montreal based offices and has informed the Secretariat of the outcome with respect to a number of its General Service posts. More detailed information on the reclassification and the impact on the budget of the Fund Secretariat is contained in document UNEP/OzL.Pro/ExCom/71/62.

20. Job openings for three vacant programme assistant posts were advertised in Inspira and the selection process commenced. The vacant posts of Deputy Chief Officer and the Registry Clerk are both subject to a functional review and will be advertised once the reviews have been completed.

Staff development and training

21. The SMEO and one Senior Project Management Officer attended the first part of the United Nations Management Development Programme from 10 to 13 September 2013 in New York.

22. The Senior Administrative and Fund Management Officer and two other staff from administration attended the 2013 Administrative Management Meeting in Nairobi hosted jointly by UNEP and UNON from 16 to 20 September 2013. The biennial meeting gave administration staff the opportunity to learn about the International Public Sector Accounting Standard (IPSAS) and the launch of the new Enterprise Resource Planning system, UMOJA, expected in summer 2014. The meeting also covered various issues on finance, legal instruments, human resources, procurement, and travel policies.

23. As part of its professional development coaching programme, UNEP offered the services of an independent professional development coach to staff of the two UNEP administered offices in Montreal. A number of staff of the Fund Secretariat took advantage of the offer and met the coach during her visit to Montreal from 13 to 25 September 2013. Staff had the opportunity for a one-on-one professional development coaching session and a follow-up session at a later date.

Internal Audit of the Fund Secretariat

24. An audit team from Internal Audit Division of UNEP visited the Fund Secretariat from 19 to 30 August 2013 as part of the process for the internal administrative audit of the Fund Secretariat requested by the retiring Chief Officer. The audit process is not yet completed.

Cooperation with other Multilateral Environmental Agreements (MEAs) and other organizations

Minamata Convention on Mercury

25. In July 2013 the Secretariat received an invitation from the Government of Japan to attend the Conference of Plenipotentiaries for the adoption and signature of the Minamata Convention on Mercury, held from 9 to 11 October 2013 in Kumamoto and Minamata, Japan. However, the Secretariat was unable to attend.

Green Climate Fund

26. The Interim Secretariat of the Green Climate Fund wrote to the Multilateral Fund on 24 September 2013 with an invitation to attend the 5th meeting of the Board of the Green Climate Fund as an observer, although the letter noted that observer status for the Multilateral Fund had not yet been approved. The Fund Secretariat could not attend the Board meeting, which took place from 8 to 10 October, due to preparations for the 71st meeting. A further letter of 21 October 2013 informed the Fund Secretariat that the next Board meeting would take place in Indonesia from 19 to 21 February 2014, that observer status for the Multilateral Fund had been approved by an amendment to decision B.04 /15, and also requested the Fund Secretariat to nominate a contact person.

Global Environment Facility (GEF)

27. The Fund Secretariat received an invitation to attend the 45th GEF Council Meeting that would be held from 5 to 7 November 2013. In a further invitation letter to the new Chief Officer, the CEO and Chairperson of the GEF welcomed a renewal of the past cooperation in providing assistance to parties to meet their obligations under the Montreal Protocol and a renewal of historic ties. In response, the Chief Officer informed the CEO that the Fund Secretariat would not be able to attend the Council Meeting due to preparations for the 71st meeting; however, he advised the CEO that he looked forward to meeting her with a view to strengthening the relationship with the GEF Secretariat.

United Nations Framework Convention on Climate Change (UNFCCC)

28. The Secretariat received an invitation in early October 2013 to attend the 19th session of the Conference of the Parties to the UNFCCC and the 9th session of the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol that would take place in Warsaw, Poland, from 11 to 22 November 2013. The Chief Officer informed the UNFCCC Secretariat that he was unable to attend due to preparations for the 71st meeting. Noting that the UNFCCC Secretariat was invited to attend the 25th MOP, he suggested an informal meeting to exploit potential opportunities for collaboration between the two Secretariats. The Executive Secretary of UNFCCC Secretariat responded that the Coordinator of the Mitigation, Data and Analysis Programme, who would be attending the MOP, would arrange to meet bilaterally with him. The representatives of both Secretariats met and discussed informally ways in which the two Secretariats could collaborate in the future as any need arises.

European Union / European Parliament

29. During the 25th MOP, the Chief Officer received a request from the European Parliament to have a bilateral discussion on issues related to the Multilateral Fund including the resources needed for the replenishment of the Multilateral Fund and proposals for additional contributions to fund climate benefits. Accordingly the Chief Officer provided the two representatives of the European Parliament with a short briefing explaining the operation of the Multilateral Fund.
