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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-second Meeting
Montreal, 12-16 May 2014

SECRETARIAT ACTIVITIES

Introduction

1. This document presents activities of the Secretariat since the 71st meeting of the Executive Committee. In response to decision 71/1, the document includes an annex, which summarizes the advice given by the Secretariat to other bodies and organizations.

Notification of the decisions of the 71st meeting of the Executive Committee

2. The Report of the 71st meeting (UNEP/OzL.Pro/ExCom/71/64) 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 75 Article 5 countries, and the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken at the meeting was sent to meeting participants, to UNEP OzonAction Branch for onward transmission to the regional networks, and was also placed on the Multilateral Fund's website.

Documents and policy papers for the 72nd meeting

3. For the 72nd 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;
- Update on the implementation of the 2014-2016 business plan and cash flow availability (decision 66/3);
- Tranche submission delays;

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.

- 2014 consolidated project completion report of multi-year agreements;
- Multi-year agreement database report;
- Evaluation of metered-dose inhaler projects (decision 71/26);
- Revised draft monitoring and evaluation work programme for the year 2014;
- Status reports and compliance;
- Overview of issues identified during project review;
- Bilateral cooperation;
- Comments and recommendations on the 2014 work programmes of UNDP, UNEP, UNIDO, and the World Bank (4 documents);
- Project evaluation sheets, comments and recommendations on the projects and activities submitted to the 72nd meeting (19 documents¹);
- Disbursement of funds for the HCFC phase-out management plan for China (decision 71/44);
- Criteria for funding HCFC phase-out in the consumption sector for stage II of HCFC phase-out management plans (decision 70/21(d));
- Overview of approved HCFC demonstration projects and options for additional projects to demonstrate climate-friendly and energy-efficient alternative technologies to HCFCs (decision 71/51(a));
- Additional activities to maximize climate benefits in the HCFC production sector (decision 71/51(b));
- Minimizing adverse climate impact of HCFC phase-out in the refrigeration servicing sector (decision 71/43);
- Progress report on the use of the Multilateral Fund climate impact indicator (MCII) (decision 69/23);
- Accounts of the Multilateral Fund (decision 71/46(d) and (e)) (prepared jointly with the Treasurer);
- Revised 2014, and proposed 2015 and 2016 budgets of the Fund Secretariat (decision 71/48(f), (g) and (h)).

4. A summary of the issues raised in the aforementioned documents can be found in the Provisional annotated agenda (UNEP/OzL.Pro/ExCom/72/1/Add.1).

5. A site containing meeting documents in Arabic, Chinese, English, French, Russian and Spanish, and logistical information for the 72nd meeting was created in the Multilateral Fund public website.

6. The Secretariat also prepared four documents for the meeting of the Sub-group on the Production Sector, which would take place in the margins of the 72nd meeting. Documents for the Sub-group are available on a restricted area of the website and are limited to members of the Executive Committee. The Sub-group on the Production Sector would be re-constituted at the 72nd meeting.

Preparation for the 72nd meeting of the Executive Committee

7. Logistic arrangements were made for the 72nd meeting, to be held at the International Civil Aviation Organization in Montreal, Canada from 12 to 16 May 2014. Letters of invitation were provided to members of the Executive Committee, the President of the Bureau of the 25th Meeting of the Parties (MOP), the President and Vice President of the Implementation Committee Under the Non-Compliance

¹ Comments and recommendations were prepared for projects in the following countries: Afghanistan; Angola; Bolivia (Plurinational State of); Bosnia and Herzegovina; Brazil; China; Colombia; Georgia; Ghana; Guinea; Iran (Islamic Republic of); Kenya; Kyrgyzstan; Mauritius; Mexico; Saudi Arabia; the former Yugoslav Republic of Macedonia; Tunisia; and, Viet Nam. Comments were also prepared for project proposals for Brazil, Lebanon and Libya which were subsequently withdrawn by the relevant implementing agencies.

Procedure of the Montreal Protocol, the Executive Director of UNEP, the Executive Secretary of the Ozone Secretariat, the implementing agencies, the Global Environment Facility (GEF) and non-governmental organizations.

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

- Inventory of Approved Projects as of December 2013;
- Policies, Procedures, Guidelines and Criteria as of December 2013;
- HCFC phase-out management plans as of December 2013;
- Executive Committee Primer and Directory;
- List of confidential documents as at 14 April 2014².

Meetings attended and missions undertaken

Missions of the Chief Officer

Nairobi (Kenya), 10-19 January 2014

9. The Chief Officer, accompanied by the Senior Administrative and Fund Management Officer, visited the UNEP Headquarters where he had bilateral meetings with the UNEP Executive Director (ED), the Deputy Executive Director (DED), the Chief of Cabinet, and the Director of the Office for Operations and Corporate Services (OfO). He explained the key features of the Montreal Protocol and the Multilateral Fund, the responsibilities of respective institutions, the different and important functions carried out by UNEP, and provided summary tables on the level of funding approved for projects since inception of the Multilateral Fund.

10. Issues for UNEP's consideration that had arisen from the 71st meeting were addressed in the meeting with the OfO Director and his staff. These included *inter alia* the replacement of the representative of the Treasurer of the Fund; the impact of fund transfers from the Treasurer to implementing agencies; the requirement under the International Public Sector Accounting Standards (IPSAS) to consolidate the accounts of the Multilateral Fund and UNEP; mitigation of exchange rate risks on pledged contributions; and procedures set by the UNEP-wide standard on cash advances. The Chief Officer also discussed the options for cost savings through reduced programme support costs; the results of the classification exercise; the results of the audit on the internal administrative processes of the Fund Secretariat by the United Nations Office of Internal Oversight Services, and the Secretariat's comments and clarifications on both the report and the recommendations of the auditors.

11. The Chief Officer paid courtesy visits to the Human Resources, Travel Unit, and Medical Services sections of the United Nations Office at Nairobi to address several outstanding administrative and personnel issues.

12. The Chief Officer met with the Executive Secretary of the Ozone Secretariat and her staff to discuss continued cooperation of the two Secretariats; the outstanding contributions of the Holy See (which were also discussed with the representative of the Holy See Mission to UNEP and UN-Habitat); and, assistance and support from the Fund Secretariat for conducting the MOP and the Open-ended Working Group Working Group.

13. The Chief Officer met with the Head of OzonAction Branch, who was present in UNEP headquarters during his mission, the Africa region Compliance Assistance Programme (CAP) team, and

² The list of confidential documents will be updated immediately before the 72nd meeting.

the UNEP Regional Director for Africa. Key regional issues were considered for example the need to expedite project implementation including methyl bromide phase-out activities.

14. Following the Chief Officer's mission to Nairobi in January 2014 (see paragraphs 9-14) the Secretariat received a draft "Delegation of authority (DOA) on administrative and financial matters" from the UNEP DED. The DOA, which should be signed by the UNEP ED and the Chief Officer, is pending further feedback from UNEP on the Secretariat's proposed changes to the DOA to take into account relevant decisions by the Executive Committee and the MOP, and the fact that the Fund Secretariat is co-located with UNEP with no programmatic links to the UNEP programme of work.

Ottawa (Canada), 13 March 2014

15. The Chief Officer paid a courtesy visit to the Government of Canada and met with staff from Environment Canada and the Department of Foreign Affairs, International Trade and Development. He gave a brief presentation on the achievements of the Montreal Protocol and the Multilateral Fund and provided a summary of the activities implemented to phase-out of HCFCs in Article 5 countries since 2007 when decision XIX/6 of the Parties was adopted. Furthermore the Chief Officer also highlighted the various contributions and support provided by the Government of Canada to the Montreal Protocol and in particular to the Multilateral Fund. On behalf of the Secretariat the Chief Officer expressed appreciation to the Government of Canada for hosting the Secretariat and for all the assistance and support provided to its staff.

Washington D.C. (United States of America)

16. Due to unforeseen weather circumstances the Chief Officer was not able to travel for courtesy visits to the Global Environment Facility and the World Bank. Following the cancellation of his mission the Chief Officer received an invitation to the World Bank's 1st Climate Ozone Operational Linkages and the 8th Ozone Operations Resource Group (OORG) Workshop that would take place from 3 to 6 June 2014.

Missions of other staff

Paris (France), 18-21 February 2014

17. The Senior Administrative and Fund Management Officer met with the Senior Administrative Officer of the Ozone Secretariat in Paris to assess the suitability of the UNESCO premises should the 73rd meeting of the Executive Committee take place in Paris back to back with the Joint 10th Meeting of the Conference of the Parties to the Vienna Convention and the 26th MOP.

Nairobi (Kenya) 23 February – 2 March 2014

18. The Senior Administrative and Fund Management Officer attended a workshop on UMOJA, the United Nations' new Enterprise Resource Planning system, from 24 to 28 February 2014. She also followed up on pending administrative issues with several UNEP and UNON staff in the margins of the workshop.

Network meetings

19. The Secretariat contributed to several network meetings that took place between the 71st and 72nd meetings.

20. The Deputy Chief Officer (Financial and Economic Affairs) participated in the Joint Meeting of the Africa English-speaking and French-speaking networks of ozone officers, which was held in Addis

Ababa (Ethiopia) from 22 to 28 May 2014. He provided remarks at the welcoming ceremony and gave presentations on recent Executive Committee decisions and key considerations to minimize adverse climate impact of HCFC phase-out in the servicing sector.

21. The Secretariat sent presentations or made remote presentations by Skype on recent decisions of the Executive Committee and key considerations to minimize adverse climate impact of HCFC phase-out in the servicing sector to the following meetings:

- Swing Network Meeting of the West Asia Network of ODS Officers and ODS Officers of North Africa in Sharm El-Sheikh, Egypt (26-27 February 2014)³;
- Sixth Network Meeting of the Pacific Island Countries' Ozone Officers and Joint Meeting of National Ozone and Training of Customs Officer in Tonga (10-13 March 2014);
- Annual Meeting of the Regional Ozone Network for Southeast Asia and the Pacific in Lao People's Democratic Republic (1-4 April 2014); and
- Sub-regional Meeting of the English-speaking Caribbean and Haiti Ozone Officers Network held in Paramaribo, Suriname (8-10 April 2014).

Inter-Agency Coordination Meeting

22. With the goal of avoiding any delays in the implementation of projects, the Fund Secretariat arranged an Inter-agency coordination meeting in Montreal from 11 to 13 February 2014. Participants included Secretariat staff, representatives of all four implementing agencies, and the UNEP Treasurer.

23. The Chief Officer opened the meeting with a tribute to Mr. Nandan Chirmulay of UNDP's Montreal Protocol Unit, who had passed away on 2 February 2014 and participants held a minute of silence in Nandan's memory.

24. The coordination meeting allowed the Secretariat and agencies to discuss several issues including *inter alia* submissions for the 72nd meeting; business and financial planning as 2014 was the final year of the 2012-2014 triennium; return of balances from ongoing projects for CFC, halon, CTC phase-out; return of balances from project preparation funds for stage I of HCFC phase-out management plans (HPMPs); and final reports on HCFC demonstration projects. The meeting also provided an opportunity to obtain agencies' feedback on policy/discussion papers for submission to the 72nd meeting including cost guidelines for stage II of HPMPs and issues related to the climate impact of HCFC phase-out. The Secretariat and agencies agreed on a number of follow-up actions to facilitate their work in preparation for the 72nd meeting, which were recorded in the report of the meeting distributed to all participants.

Staffing and recruitment

25. The selection for two vacant programme assistant posts was finalized and the two positions were filled in April 2014.

26. The post of Deputy Chief Officer (DCO) was advertised in Inspira with a closing date of 19 April 2014. The recruitment of the Programme Assistant to the DCO was put on hold pending the finalization of the recruitment of the DCO. The job opening for the vacant post of the Registry Assistant was advertised.

³ All official travels by United Nations staff to countries/duty stations must obtain security clearance from the designated official in the country concerned prior to departure. The Senior Project Management Officer who had been planning to attend the meeting was not able obtain the necessary security clearance.

27. As a follow-up to an audit recommendation the Secretariat undertook an exercise to expand its roster of freelance translators to include Chinese and Russian translators as Chinese and Russian documents would be required for the 72nd and 73rd meetings.

Staff development and training⁴

28. The SMEO and one Senior Project Management Officer attended the second part of the United Nations Management Development Programme from 10 to 12 December 2013 in New York.

29. Secretariat staff participated in three two-hour webinars on performance management that had been organized by the Office of Human Resources Management of the United Nations in March 2014.

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

Global Environment Facility

30. Due to unforeseen weather circumstances, the Chief Officer had to cancel his mission to Washington D.C. (United States of America) to meet with the Chief Executive Officer (CEO) and Chairperson of the Global Environment Facility (GEF). In lieu of the mission, the Chief Officer had a courtesy call with the GEF CEO and Chairperson. He explained the Montreal Protocol and operation of the Multilateral Fund, and discussed relevant issues currently being considered by the Parties to the Montreal Protocol. Recalling the support of members of the Executive Committee for the role played by the Fund Secretariat in the review of GEF projects, areas of cooperation between the two Secretariats were explored and next steps to be taken were briefly discussed. It was agreed there was a need to discuss in more details the aforementioned issues to achieve the mutual objective of environmental protection. A mission to the GEF Secretariat was tentatively scheduled for early June 2014.

31. Subsequent to the courtesy call, the GEF Secretariat invited the Fund Secretariat to review a project proposal for the introduction of ODS alternatives in agriculture and in post-harvest sector in the Republic of Kazakhstan based on decisions and guidelines of the Multilateral Fund. Following a discussion of the project proposal with GEF staff, the Secretariat provided a summary of the key issues identified. The GEF Secretariat expressed its appreciation of the review that was carried out.

32. The Secretariat received invitations to the 46th GEF Council Meeting and the Fifth GEF Assembly to be held in Cancun, Mexico from 25 to 27 May and 28 to 29 May 2014 respectively.

Green Climate Fund

33. The Secretariat received a notification of the Meeting of the Board of the Green Climate Fund, which took place from 19 to 21 February 2014 in Bali, Indonesia; the Secretariat is designated as an observer organization of the Green Climate Fund.

34. The Chief Officer had a courtesy call with Ms. Hela Cheikhrouhou, the inaugural Executive Director of the Green Climate Fund in February 2014. He provided her with an overview of the operation of the Multilateral Fund, its objectives and shared his experiences ranging from project review to policy development, pre-session to post meeting processes of the Executive Committee, and implementing Executive Committee decisions. Potential cooperation and collaboration between the two Secretariats in areas of common interest was briefly discussed and the offer by the Green Climate Fund to take up the designated observer status was accepted. The Chief Officer extended a verbal invitation to Ms. Cheikhrouhou or her staff to visit the Fund Secretariat in the case that she saw a need to have a better

⁴ See also paragraph 18 regarding the workshop on UMOJA held in Nairobi.

understanding of the operation of the Multilateral Fund, to exchange views among the staff of the two Secretariats, and/or further discuss other relevant issues.

Chatham House workshop on HFCs

35. The Chief Officer received an invitation to participate in an expert workshop on a global response to HFCs through fair and effective ozone and climate policies, held at Chatham House⁵ in London on 7 and 8 April 2014. The aim of the workshop was to encourage discussion of steps that can be taken, by the ozone and climate regimes, to reduce the use of HFCs, identify potential synergies and collaborative opportunities for the two regimes to work together, and discuss the challenges and barriers that need to be overcome. The Chief Officer could not attend the workshop due to preparations for the 72nd meeting.

Joint Inspection Unit of the United Nations

36. Following a further request from the Joint Inspection Unit of the United Nations (JIU) in respect of its 2013 evaluation/review entitled “Post-Rio+20 review of environmental governance within the United Nations system”⁶, the Secretariat provided the JIU with comments and factual corrections to information on the Multilateral Fund in the draft JIU report. The final report will be published on the JIU’s website⁷ in the near future.

Ozone Secretariat

37. Upon a request by the Executive Secretary of the Ozone Secretariat, the Fund Secretariat provided comments and suggestions on issues to be discussed at the Workshop on hydrofluorocarbon (HFC) management that was being convened in response to decision XXV/5 of the Parties to the Montreal Protocol.

38. In response to another request from the Ozone Secretariat, the Secretariat provided the Ozone Secretariat with information regarding the Multilateral Fund activities in Small Island Developing States (SIDS). The MOP had requested the Ozone Secretariat (decision XXV/9) to liaise with the organizers of the Third International Conference on SIDS, to be held in Apia from 1 to 4 September 2014, with the view to promoting discussions on the challenges associated with the implementation of the Montreal Protocol.

UNEP Ozonation

39. The Secretariat also provided UNEP Ozonation with substantial inputs for an update of the Handbook on data reporting under the Montreal Protocol, and suggestions and advice on the forthcoming brochure on methyl bromide, “Phasing-out methyl bromide in developing countries: a success story and its challenges”.

⁵ The workshop was held under the Chatham House rule of non-attribution, which allows for issues discussed at the meeting to be reported outside, but without any statement being attributed to any individual. Chatham House itself has a well-established reputation for hosting discussions on topics of international importance in a neutral and welcoming environment.

⁶ In mid-2013 the Secretariat had provided the JIU with detailed information about the Multilateral Fund’s structure and operation in relation to its review of environmental governance within the United Nations system following the United Nations Conference on Sustainable Development (Rio+20), Rio de Janeiro, Brazil, June 2012. A JIU review team visited Montreal in June 2013 to interview key staff from the Fund Secretariat, the Secretariat of the Convention on Biological Diversity and the International Civil Aviation Organization.

⁷ www.unjiu.org

Université de Montréal

40. A Programme Officer visited the Département de sciences économiques of the Université de Montréal on 24 March 2014 to give a presentation on the Montreal Protocol and the Multilateral Fund to bachelor level students studying the economic aspects of environmental protection.

Visit of the Deputy Executive Director of UNEP

41. Following the Chief Officer's mission to UNEP headquarters, Mr. Ibrahim Thiaw, the UNEP DED, paid a courtesy visit to the Secretariat on 1 April 2014. Mr. Thiaw used the opportunity to follow up on a number of administrative matters with the Chief Officer including the delegation of authority from the UNEP ED to the Chief Officer. He also had a meeting with staff and briefed them on the background to the first session of the United Nations Environment Assembly (UNEA) taking place in June 2014 in Nairobi, Kenya, and the role of UNEA as the new governing body of UNEP. Mr. Thiaw highlighted the remarkable impact of the Montreal Protocol and its Multilateral Fund on human health and well-being, and stressed the importance of the Fund Secretariat, UNEP Ozonaction and the Ozone Secretariat conveying that message to the wider community.

Internal Audit of the Fund Secretariat

42. The internal administrative audit of the Fund Secretariat requested by the retiring Chief Officer and carried out by the United Nations Office of Internal Oversight Services (OIOS) has been completed and the auditor's final report (Report 2014/020⁸) was submitted to the UNEP ED. The report contains one outstanding recommendation concerning the reporting lines of the staff in the organizational structure of the Secretariat.

⁸ Internal audit reports are posted on the OIOS website 30 days following issuance of the report in accordance with General Assembly resolution 67/258. Report 2014/020 will be available on the OIOS website (http://www.un.org/Depts/oios/pages/iad_reports.aspx) on 14 May 2014.

Annex**ADVICE AND/OR INFORMATION PROVIDED BY THE SECRETARIAT OF THE
MULTILATERAL FUND TO NON-MONTREAL PROTOCOL BODIES**

Body	Secretariat advice	Date provided	Further actions
Green Climate Fund	Overview of the objectives and operation of the Multilateral Fund (MLF) including its project review process, policy development, meeting process, implementation of Executive Committee decisions.	February 2014	Potential visit of staff of the Green Climate Fund to the Fund Secretariat based on the needs of Green Climate Fund.
Joint Inspection Unit of the United Nations	Comments and factual corrections to information on the Multilateral Fund in the report "Post-Rio+20 review of environmental governance within the United Nations system".	February to March 2014	None.
Global Environment Facility	Review of a project (Introduction of ODS alternatives in agriculture and in the post-harvest sector in Kazakhstan) against the Multilateral Fund's policies and guidelines.	April 2014	Review of further projects as appropriate.