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执行蒙特利尔议定书  
多边基金执行委员会  
第七十三次会议  
2014年11月9日至13日，巴黎

审查执行委员会运作情况（第70/23号决定（d））

## 背景

1. 执行委员会第七十次会议审议了如何能每年无需进行闭会期间核准程序举行两次会议而执行委员会仍能履行职责的分析。执行委员会经过审议之后，通过第 70/23 号决定，其中它决定 2014 年在试行的基础上召开两次执行委员会会议，第一次会议最好在四月中/五月初举行，最后一次会议在缔约方第二十六次会议之前举行。如有需要，将召开闭会期间会议，讨论任何需要在两次会议之间处理的紧急政策问题或项目提案。每年举行两次会议的安排将在 2014 年最后一次会议进行审查（第 70/23 号决定（d））。

2. 秘书处遵照第 70/23 号决定（d）的规定，根据 2014 年第一次会议（第七十二次会议）的经验和筹备 2014 年最后一次会议（第七十三次会议）的工作，编制了这份文件。秘书处在 2014 年 9 月 2 日和 3 日举行的机构间协调会议上与双边和执行机构讨论了这项试行分析的要点。

### 在 2014 年试行每年举行两次会议的经验摘要

3. 以下列出了与在 2014 年试行每年举行两次会议的经验摘要有关的最重要问题。关于这项分析的其他信息请查阅附件一。

#### 执行委员会每年的会议日程安排和地点

4. 依照第 70/23 号决定（b）的规定，第一次执行委员会会议在 2014 年 5 月 12 日至 16 日期间举行（第七十二次会议），最后一次会议将在 11 月 9 日至 13 日（第七十三次会议）与缔约方第二十六次会议连在一起前后举行。

#### 闭会期间会议

5. 秘书处认为，举行闭会期间会议的后勤工作始终问题重重，因为没有足够的时间预先安排提供会议服务的人员和场所。此外，最后一刻的差旅安排也增多费用<sup>1</sup>。

#### 化工生产行业分组的组成

6. 因为在 2014 年 5 月第七十二次会议以前并不同意将该小组的组成作为议程项目工作安排的一部分，因此，不可能将限制分发的文件在该年第一次会议以前直接交给小组成员<sup>2</sup>。基于同样的理由，如需要举行小组会议，也不可能在该年第一次会议以前举行会议。为了避免对化工生产行业的工作产生任何妨碍，执行委员会不妨通过主任与执行委员会成员在该年第一次会议以前交换信函的方式，同意化工生产行业小组的组成<sup>3</sup>。

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<sup>1</sup> 虽然第七十二次会议没有要求秘书处在第一次会议与第二次会议之间举行闭会期间会议，秘书处注意到没有足够的时间在 2014 年 7 月与不限成员名额缔约方工作组第三十四次会议前后一起举行闭会期间会议，因为第七十二次会议和不限成员名额缔约方工作组会议之间只间隔两个月，不足以安排必要的后勤工作和差旅安排以及编制文件。有一个选项是执行委员会可在最后一次会议根据次年工作量的评估决定是否需要进行闭会期间会议。不过，各机构和秘书处认为，每年改变会议次数会影响它们的活动，不利于有更多时间进行项目的执行。世界银行建议是否可能举行“虚拟”闭会期间会议，审议直截了当的问题，但执行委员会以往并不支持这个想法。

<sup>2</sup> 化工生产行业小组会议限制分发的文件都公布在只有执行委员会成员才能进入的多边基金网站密码保护区。在消耗臭氧层物质生产国的同意下，限制分发的文件在第七十二次会议之前通过电邮送交了所有 14 个执行委员会成员。

<sup>3</sup> 注意到执行委员会第十八次会议决定该小组成员应尽快在缔约方第七次会议决定的执行委员新成员中选取（第 18/24(c)号决定）。

### *前后一起举行的会议*

7. 双边和执行机构认为，执行委员会会议与蒙特利尔议定书会议前后一起举行并不有利。提出的理由包括代表团人数不多的国家很难解决前后一起举行会议的繁重工作量；并且，由于开会日数多，可能对讨论质量产生消极影响。

### 对秘书处和执行机构工作产生的影响

#### *机构间协调会议*

8. 在两次会议之间的空档可使秘书处在每次执行委员会会议之前举行两次机构间协调会议<sup>4</sup>。这使秘书处工作人员、双边和执行机构以及环境规划署财务主任有机会讨论第七十二次会议和第七十三次会议议程的问题，并商定一些推动会议筹备工作的后续行动<sup>5</sup>。特别是，各机构能够就政策/讨论文件提供反馈，包括第二阶段氟氯烃淘汰管理计划的成本指导、与淘汰氟氯烃产生的气候影响有关的问题和执行委员会的运行。机构间协调会议大大促进了各机构与秘书处之间的互动，因为这样有更多时间进行面对面的沟通和使秘书处有机会分享它关于制定政策文件的理由。

9. 一个具体例子就是编制这份文件。在 2014 年 9 月举行的机构间协调会议期间，双边和执行机构的反馈指出，一年举行两次会议的安排使它们有更多时间处理项目执行问题，而不是像每年举行三次会议那样忙着达到各种最后期限。环境规划署指出，两次会议的安排使它更容易安排提交它管理的组合中的大量小型项目的文件，并能以更多其他机构参与的方式，安排举行网络会议。

#### *秘书处编制的其他指导材料*

10. 2014 年，秘书处编制了约 107 份文件，供执行委员会审议。这个数目比前数年少（2011 年、2012 年和 2013 年分别为 173 份、146 份和 163 份），因此，在年度的基础上，编制了更少的标准文件<sup>6</sup>。因此，秘书处有更多时间编制和更新其他文件和指导<sup>7</sup>，推动双边和执行机构在编制和提交进度报告和新的氟氯烃淘汰管理计划或氟氯烃淘汰管理计划的付款申请或氟氯烃化工生产淘汰管理计划的工作。

### 与会议日历有关的主要问题

#### *关于实现消耗臭氧层物质削减目标的核查报告*

11. 尽管第 72/19 号决定解决了提交核查国家消费量目标的报告的问题<sup>8</sup>，但各执行机构指出，第 5 条国家希望在提交氟氯烃淘汰管理计划付款申请时一起提交核查报告，以免

<sup>4</sup> 供执行委员会成员参阅的两次会议的全面报告：MLF/IACM.2014/1/19 号文件和 MLF/IACM.2014/2/20 号文件。

<sup>5</sup> 例如，关于提交项目提案、业务和财务规划事项、缴回项目结余、氟氯烃示范项目的最后报告等事项的讨论。

<sup>6</sup> 例如：临时议程；临时议程说明；多边基金状况报告；秘书处活动；结余报告等等。

<sup>7</sup> 秘书处编制的指导材料包括：提交氟氯烃化工生产行业淘汰计划的指导（目前正由化工审查小组作为 UNEP/OzL.Pro/ExCom/73/SGP/6 号文件审议）；编制氟氯烃淘汰管理计划的最新指导（2014 年 1 月 - MLF/IACM.2014/1/8 号文件）；编制氟氯烃淘汰管理计划付款申请的最新指导（2014 年 1 月 - MLF/IACM.2014/1/9 号文件）；核查多年期协定项目国家消费量目标的指导（2014 年 1 月 - MLF/IACM.2014/1/9 号文件）；为编制第二阶段氟氯烃淘汰管理计划供资的指导（MLF/IACM.2014/1/10 号文件）；年度进度报告阿和财务报告运行指导（MLF/IACM.2014/1/11 号文件）。

<sup>8</sup> 执行委员会决定：（a）鼓励向该年度第一次会议提交氟氯烃淘汰管理计划付款申请的各双边和执行机

多次提交报告和增加工作量。各机构指出，如果第一次会议在四月或五月举行，大量氟氯烃淘汰管理计划的付款申请必然会向该年最后一次报告提出，这将大幅增加该次会议的工作量。

### *提交文件的最后期限*

12. 鉴于在 2014 年采用了一年举行两次会议的安排，由于每次会议项目众多，主任鼓励各机构在第七十二次会议和第七十三次会议举行之前 10 周提交项目提案。各机构作出积极响应，在该期限 8 周前提出了大量文件。这种非正式安排在 2014 年运作良好，秘书处希望在 2015 年继续使用这种安排。

### 与两次会议议程项目有关的主要问题

#### *进度报告*

13. 所有机构都指出，会议日期的安排是新运作模式能否成功的关键，因此也应确保该年的第二次会议不应有过多的议程项目。各机构强烈认为，进度报告应提交该年第一次会议，并且一年举行两次会议的安排应作相应调整<sup>9</sup>。虽然秘书处以往曾建议向该年两次会议均提交进度报告，大家在与机构间协调会议有关的讨论框架内同意，最好的办法是在该年五月份之后举行第一次会，使全部进度报告，包括财务报告，都能提交给该年第一次会议。秘书处提议设定 4 月 15 日为提交进度报告的最后期限，这使它能为该年六月中旬举行的第一次会议编妥相关文件。鉴于拟议举行第一次会议的时间，大家建议第二次会议在十二月初举行。拟议的开会日期有利于安排提交文件的日期。

14. 此外也应该注意到，在进度报告中包括了情况报告，这减少了信息的重复和/或其他文件的可能不一致，这种做法应该继续维持。提供给该年第二次会议的情况报告和具体报告可列入单独一份文件。

### **讨论**

15. 整体而言，每年举行两次会议的安排运作良好，但该年的第二次会议会有较繁重的议程，因为它也包括了审议进度报告。此外，还可能有另一项问题，各国可能不愿意向第一次会议提交氟氯烃淘汰管理计划的付款申请，如果那时所需的核查报告还没有准备妥当的话。将进度报告提交给该年第一次会议和安排该次会议在六月中旬举行就解决了这两个问题。

16. 每年举行两次会议的安排不会对第 5 条国家造成履约问题，并且为所有在第七十二次会议得到核准的或提交第七十三次会议审议的所有项目和活动提供了资金。

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构，附上一份提交付款申请之年之前一年的国家消费目标核查报告；以及 (b) 如果上文 (a) 分段所述的核查报告未能在该年度的第一次会议之前编制，向双边和各执行机构转移任何批准的付款资金，只能在秘书处收到核查报告后进行，该核查报告须确认：在付款申请的前一年，该国遵守了《蒙特利尔议定书》及其政府与执行委员会之间的《协定》（第 72/19 号决定）。

<sup>9</sup>关于进度报告和财务报告，第 70/23(b)(八)号决定要求双边和执行机构继续在每年 5 月 1 日以前向秘书处提交它们的年度进度报告和财务报告，和要求秘书处最后拟定双边和执行机构的综合进度报告和相关进度报告，并在这些报告拟就后公布在秘书处内联网，供该年最后一次会议审议。秘书处还被授权要求相关双边和执行机构提供就审查年度进度报告和财务报告期间查明的问题的情况报告。尽管拟定提交执行委员会进度报告的文件遭到拖延，这主要是需时依照第 70/7(b)(一)号决定收集信息，增加的时间使秘书处能根据情况报告和具体报告提供的信息更新应提交第七十三次会议的进度报告，从而避免各份进度报告与情况报告和履约文件之间内容重复和/或不一致。

17. 根据秘书处的分析，秘书处提议执行委员会会议可在六月中旬和十二月举行。会议应安排与蒙特利尔议定书会议前后一起举行，这也能使所有执行委员会会议在蒙特利尔秘书处所在地举行，并避免增加与差旅费有关费用。将执行委员会会议安排在蒙特利尔举行也能减少影响会议费用的一些其他变数，例如场地和设备租金、差旅费和每日生活津贴，并有利于预算编制。

18. 秘书处的结论还认为：

- (a) 不应举行执行委员会闭会期间会议；
- (b) 执行委员会可考虑在该年第一次会议之前同意化工生产行业小组的组成。如有需要，可在年初或在执行委员会举行会议之前安排举行小组会议；
- (c) 执行机构的进度报告，包括财务报告，只应送交该年第一次会议，避免过分加重第二次会议的工作。因此，双边和执行机构应在每年 4 月 15 日以前向秘书处提交它们的进度报告和财务报告；
- (d) 题为“国家方案数据和履约前景”的文件可提交这两次会议和代替“情况报告和履约情况文件”文件提交执行委员会。任何提交第二次会议的情况报告可作为单独一份文件与有具体报告需求的项目报告一起提交；
- (e) 提交项目提案和报告的其他最后期限可以保留原来规定，不过，各机构如有可能应尽量继续在规定的提交最后期限之前提交项目报告和其他事项报告。

### 会议议程

19. 根据上述分析结果，为 2015 年后每年举行两次会议的安排编制了载于附件二的示范议程，。

### 可能举行会议的日期

20. 根据上述考虑，每年举行两次执行委员会会议的最方便日期是六月中旬举行第一次会议和十二月初举行最后一次会议。2015 年举行第一次会议和最后一次会议的可能日期的提案载于 UNEP/OzL.Pro/ExCom/73/Inf.2 号文件。

### 审查每年举行两次会议的安排

21. 执行委员会不妨考虑在 2017 年第一次会议审查每年举行两次会议的安排，以便在 2018-2020 年多边基金充资之前讨论此事，并避免在三年期的最后一次会议增加和增多议程。

### **建议**

22. 谨建议执行委员会考虑：

- (a) 注意到 UNEP/OzL.Pro/ExCom/73/59 号文件所载依照第 70/23 号决定 (d) 编制的对执行委员会运作情况的审查报告；
- (b) 同意执行委员会在 2015 年以后继续每年召开两次会议，最好第一次会议在六月中旬举行和最后一次会议在十二月初举行，以符合按以下规定修订的第

70/23 号决定：

- (一) 多边基金三年业务计划将提交该年最后一次会议；
- (二) 题为“国家方案数据和履约前景”的文件将提交该年第一次会议和最后一次会议；
- (三) 关于进度报告和财务报告；
  - a. 要求双边和执行机构在每年 4 月 15 日以前向秘书处提交它们的年度进度报告和财务报告；
  - b. 执行委员会将在该年第一次会议审议综合进度报告及双边和执行机构的相关进度报告；
- (四) 执行委员会同意通过主席和执行委员会成员交换信函的方式，在该年举行第一次会议之前六周以前同意化工生产行业小组的组成；
- (c) 请双边和执行机构尽可能在规定的期限之前提交项目提案，使秘书处能及时进行审查；以及
- (d) 在 2017 年举行的执行委员会第一次会议上审查每年举行两次会议的安排。

## **Annex 1**

### **Analysis of the two meetings per year schedule in 2014**

#### **Workload and agendas of the 72<sup>nd</sup> and 73<sup>rd</sup> meetings**

##### *Overall workload compared to previous meetings and years*

1. The agendas for the 72<sup>nd</sup> and 73<sup>rd</sup> meetings included a number of standard agenda items for each meeting, agenda items specific to the first or last meeting of the years as per decision 70/23, and those related to specific decisions of the Executive Committee.
2. The Secretariat analyzed the number of agenda items, documents, funding requests, policy issues and side meetings, and the total funding approved since the 63<sup>rd</sup> meeting to assess the workload of each meeting and the overall annual workload. While the 2014 workload is within the range of previous years it should be noted that no single indicator is directly proportional to or representative of the total workload in terms of the time required by the Executive Committee to address it. For example a high number of projects and activities does indicate the project review workload of the Secretariat, but not necessarily the amount of time that the Executive Committee has to spend on approving them since the availability of existing policies and guidelines often results in agreements between the Secretariat and the implementing agencies resulting in recommendations for blanket approval of the project and activities. A higher number of projects for individual consideration may not necessarily result a proportional increase in the time required for their consideration, since only a single policy issue may need to be addressed. Furthermore a policy issue could be relatively simple for the Executive Committee to resolve or, at the other extreme, may require in-depth consultation in contact groups over a number of Executive Committee meetings. The most significant factor was that there were 107 documents for consideration by the Executive Committee in 2014 which was significantly lower than previous years; for example there were 173, 146, and 163 documents in the years 2011, 2012 and 2013 respectively.

##### Conduct of the 72<sup>nd</sup> meeting

3. The Secretariat prepared a total of 47 meeting documents, including the final report, and four production sector documents for the 72<sup>nd</sup> meeting. The agenda of the 72<sup>nd</sup> meeting was completed successfully within the five day time frame and the meeting closed at 4.50 p.m. on Friday, 16 May 2014.
4. The agenda of the 72<sup>nd</sup> meeting included *inter alia* the implementation of the 2014 business plan and tranche submission delays, the 2014 consolidated project completion report of multi-year agreements, and consideration of five policy papers. It also included three additional items that required further consideration following the 71<sup>st</sup> meeting.
5. The Sub-group on the Production sector and 16 other contact or informal groups met in the margins of the 72<sup>nd</sup> meeting. Approximately 23 separate side meetings were scheduled either prior to the morning plenary sessions, over lunch breaks, following afternoon plenary sessions, or on Thursday afternoon when the Executive Committee did not meet in plenary.
6. The Executive Committee convened in plenary for eight of the possible 10 morning/afternoon sessions with no evening plenary sessions. The plenary did not convene on Thursday afternoon to allow the production sector, contact and informal groups to complete their business, or on Friday morning to allow the Secretariat to prepare the draft meeting report.

##### Conduct of the 73<sup>rd</sup> meeting

7. The Secretariat expects to prepare a total of 59 meeting documents, including the final report, and six production sector documents for the 73<sup>rd</sup> meeting.

8. The 73<sup>rd</sup> meeting includes standard agenda items; the update on the implementation of the 2014-2016 business plan and tranche submission delays as mandated by decision 70/23; the consolidated business plan and agencies' business plans for 2015-2017; the draft monitoring and evaluation work programme for the year 2015; the consolidated progress report and agencies' progress reports; the evaluation of the 2013 business plan; UNEP's Compliance Assistance Programme (CAP) budget; core unit costs for UNDP, UNIDO and the World Bank; the accounts of the Multilateral Fund; the reconciliation of the accounts of the Multilateral Fund; the budget of the Fund Secretariat; the draft report to the Meeting of the Parties to the Montreal Protocol. The agenda will also include consideration of six policy papers including the continuation of the consideration of the guidelines for HCFC phase-out for stage II of HPMPs.

9. The Sub-group on the Production sector will meet in the margins of the 73<sup>rd</sup> meeting to continue discussion on the HCFC production sector guidelines. Contact groups and/or informal discussion groups were convened as needed.

#### Financial resources available

10. At the 72<sup>nd</sup> meeting the balance of the Multilateral Fund was reported as US \$70.2 million and thus sufficient resources were available to allocate the US \$40.9 million for the 124 projects and activities approved at the meeting. While the funds available for new allocations at the 72<sup>nd</sup> meeting were within the range for a first meeting of the year, the balance of funds that remained after the deduction of the amount for approvals (US \$70.2 million) was relatively low at US \$35.3 million. At the 73<sup>rd</sup> meeting the balance of fund is expected to be about US \$80 million<sup>10</sup> while US \$69.8 million<sup>11</sup> worth of projects are being submitted for consideration by the Executive Committee.

#### Business plans

11. Pursuant to decision 70/23(b), the Secretariat submitted:

- (a) The documents on the evaluation of the 2014 business plan and tranche submission delays to the 72<sup>nd</sup><sup>12</sup> and the 73<sup>rd</sup><sup>13</sup> (first and last) meetings in 2014;
- (b) The 2014-2016 business plan of the Multilateral Fund<sup>14</sup> to the 71<sup>st</sup> meeting (last meeting) in 2013, and the 2015-2017 business plan<sup>15</sup> to the 73<sup>rd</sup> (last) meeting in 2014;
- (c) The document on the evaluation of the 2013 business plan<sup>16</sup> to the 73<sup>rd</sup> (last) meeting in 2014.

12. From the Secretariat's perspective this process worked satisfactorily. Decision 70/23 allows for a revised business plan to the first meeting of 2015 for adjustments in view of financial planning for the 2015-2017 triennium as a result of the replenishment of the Multilateral Fund. However, on an exceptional basis, the Secretariat proposed in its 2015-2017 consolidated business plan that a financial planning document be submitted to the 74<sup>th</sup> meeting to address the decision adopted by the 26<sup>th</sup> MOP.

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<sup>10</sup> UNEP/OzL.Pro/ExCom/73/4

<sup>11</sup> UNEP/OzL.Pro/ExCom/73/24

<sup>12</sup> Document UNEP/OzL.Pro/ExCom/72/5 & Add.1 (Update on the implementation of the 2014-2016 business plan and cash flow availability (decision 66/3))

<sup>13</sup> Document UNEP/OzL.Pro/ExCom/73/5 (2014-2016 business plans and cash flow availability)

<sup>14</sup> Document UNEP/OzL.Pro/ExCom/71/7

<sup>15</sup> Document UNEP/OzL.Pro/ExCom/73/18

<sup>16</sup> Document UNEP/OzL.Pro/ExCom/73/16



Rearrangement of other agenda items

13. Other than the progress reporting the arrangement of agenda items pursuant to decision 70/23 worked well and no further adjustments are foreseen, i.e. agenda items on the implementation and the evaluation of the business plan, tranche submission delays.

Costs of meetings in 2014

14. Information on the budget for the 72<sup>nd</sup> and 73<sup>rd</sup> meetings can be found in document UNEP/OzL.Pro/ExCom/73/58. The table below presents the actual costs per meeting from 2010 to 2013 and estimates for 2014. The costs per meeting include a number of items (rental of premises, report writers, equipment rental, translation, and interpretation and miscellaneous) that may vary according to the location of the meeting and the number of translated languages for meeting documents. Estimated costs for 2014 include the additional costs of holding the 73<sup>rd</sup> meeting in Paris and an additional two languages for translation.

**Table: 1 Actual /Estimated costs per Executive Committee meeting**

Year	2010	2011	2012	2013	2014	
Meetings per year	3	3	3	3	2	
Number of translated languages	3	4	4	4	5	
Number of meetings away from Montreal	0	1	1	1	1	
Costs per meeting (US \$)	First meeting	226,240	346,242	292,765	220,032	348,399
	Second meeting	227,860	317,428	342,385	299,651	
	Last meeting	250,160	384,986	355,664	258,478	*404,135
Total	704,260	1,048,656	990,814	778,161	752,534	

\*Estimate

15. Implementing agencies declared the two year schedule was cost neutral since they would travel to one additional IAC meeting each year, in lieu of a third Executive Committee meeting. Despite the cost, implementing agencies expressed support for holding two inter-agency coordination meetings per year in order to facilitate preparations for Executive Committee meetings.

Future workload of the Executive Committee

16. The 2015-2017 business plan indicates an increasing number of projects and activities from 2015<sup>17</sup> onwards. It should be noted that number of activities per year for 2015 onwards is comparable to previous years, and as discussed above, the number of activities for consideration is not directly proportional to the workload of the Executive Committee. In addition the policies and guidelines for HCFC phase-out projects are well established. It should be noted that the approval of stage I of HPMPs could only proceed after the approval of the cost guidelines at the 60<sup>th</sup> meeting. At that time the Executive Committee had to address HPMPs or stage I of HPMPs for all Article 5 countries. Not only are the criteria for funding stage II of HPMPs being presented for consideration to the 73<sup>rd</sup> meeting, but Article 5 countries that wished to do so can submit stage II of their HPMPs based on the stage I guidelines<sup>18</sup>. The

<sup>17</sup> Projects and activities in the 2015-2017 business plans include: the renewal of institutional strengthening projects, tranches of approved MYAs, stage I of HPMPs for 5 remaining countries; preparation of stage II of HPMPs; stage II HPMPs; preparation of stage I or stage II of HCFC production sector for three countries; preparation and implementation of demonstration projects for low GWP alternatives; technical assistance; and methyl bromide technical assistance project.

<sup>18</sup> For those Article 5 countries that wished to do so, to allow the submission of stage II HPMPs in the absence of agreement on guidelines and provisions on funding for preparation of stage II, and prior to a decision by the Executive Committee on criteria for funding HCFC phase-out in the consumption sector for stage II, on the understanding that: (i) Any such proposals for stage II HPMPs would be considered on the basis of the

development of guidelines for stage II together with the experience gained in approving stage I of HPMPs may facilitate the work of approving stage II of HPMPs. In addition there are well established processes for monitoring MYAs, and the compliance of Article 5 countries. For example the document on tranche submissions delays submitted to the 72<sup>nd</sup> and 73<sup>rd</sup> meeting provides and analysis of the reasons for the delay of each tranche and a letter is sent to each of the relevant countries following the meeting to advise them of the Executive Committee's concerns and encourage them to move forward.

17. The future workload of the Executive Committee may also depend on any decision taken by the Meeting of the Parties.

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existing guidelines for stage I HPMPs; and (ii) The funding level approved for stage II would not be modified on the basis of the criteria to be adopted for funding HCFC phase-out in the consumption sector for stage II HPMPs (decision 70/21(e)).

## Annex II

### ILLUSTRATIVE AGENDAS

#### Illustrative agenda of the First meeting

1. Opening of the meeting.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of work.
3. Secretariat activities.
4. Status of contributions and disbursements.
5. Status of resources and planning:
  - (a) Report on balances and availability of resources;
  - (b) Financial planning [first meeting of triennium]
  - (c) Update on the implementation of the current year business plan;
  - (d) Tranche submission delays.
6. Programme implementation: Monitoring and evaluation:
  - (a) Evaluation reports from the Senior Monitoring and Evaluation Officer (e.g., consolidated project completion reports (PCR) of multi-year agreements (MYA), MYA database report, desk studies and final evaluation reports that request field visits);
  - (b) Progress reports as at 31 December of the previous year (includes status reports and specific reports):
    - (i) Consolidated progress report;
    - (ii) Bilateral agencies;
    - (iii) UNDP;
    - (iv) UNEP;
    - (v) UNIDO;
    - (vi) World Bank;
  - (c) Country programme data and prospects for compliance.
7. Project proposals:
  - (a) Overview of issues identified during project review;
  - (b) Bilateral cooperation;

- (c) Work programmes (e.g., institutional strengthening; preparation for stage II HPMPs):
    - (i) UNDP;
    - (ii) UNEP;
    - (iii) UNIDO;
    - (iv) World Bank;
  - (d) Investment projects (e.g., tranches of stage I HPMPs; a few stage II HPMPs).
8. Policy issues (documents).
  9. Draft Report of the Executive Committee to the Meeting of the Parties to the Montreal Protocol.<sup>19</sup>
  10. Report of the Sub-group on the Production Sector.
  11. Other matters.
  12. Adoption of the report.
  13. Closure of the meeting.

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<sup>19</sup> This agenda item would be included if that year's Meeting of the Parties is scheduled to take place before the Last Executive Committee meeting of the year.

### **Illustrative agenda of the Last meeting**

1. Opening of the meeting.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of work.
3. Secretariat activities.
4. Status of contributions and disbursements.
5. Status of resources and planning:
  - (a) Report on balances and availability of resources;
  - (b) Update on the implementation of the current year business plan;
  - (c) Tranche submission delays.
6. Programme implementation: Monitoring and evaluation.
  - (a) Evaluation reports from the Senior Monitoring and Evaluation Officer (e.g., consolidated project completion reports (PCR), desk studies and final evaluation reports that request field visits);
  - (b) Draft monitoring and evaluation work programme for the year 201#;
  - (c) Evaluation of the implementation of the previous year's business plans;
  - (d) Status reports emanating from progress reporting and projects with specific reporting requirements;
  - (e) Country programme data and prospects for compliance.
7. 201#-201# business plans:
  - (a) Consolidated business plan of the Multilateral Fund;
  - (b) Business plans of the implementing agencies:
    - (i) Bilateral agencies;
    - (ii) UNDP;
    - (iii) UNEP;
    - (iv) UNIDO;
    - (v) World Bank.
8. Project proposals:

Annex II

- (a) Overview of issues identified during project review;
  - (b) Bilateral cooperation;
  - (c) Amendments to work programmes (e.g., IS; project preparation; UNEP CAP; core unit costs):
    - (i) UNDP;
    - (ii) UNEP;
    - (iii) UNIDO;
    - (iv) World Bank;
  - (d) Investment projects (e.g., tranches of stage I HPMPs; a few stage II HPMPs).
9. Policy issues (documents).
10. Accounts of the Multilateral Fund:
- (a) Final 201# accounts;
  - (b) Reconciliation of the accounts.
11. Revised 201#, 201# and 201# budgets of the Fund Secretariat.
12. Draft Report of the Executive Committee to the Meeting of the Parties to the Montreal Protocol.<sup>20</sup>
13. Report of the Sub-group on the Production Sector.
14. Other matters.
15. Adoption of the report.
16. Closure of the meeting.

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<sup>20</sup> This agenda item will be included if that year's Meeting of the Parties is scheduled to take place following the last Executive Committee meeting of the year.