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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-third Meeting
Paris, 9-13 November 2014

SECRETARIAT ACTIVITIES

Introduction

1. This document presents the activities of the Secretariat since the 72nd meeting of the Executive Committee.¹

Notification of the decisions of the 72nd meeting of the Executive Committee

2. The Report of the 72nd meeting (UNEP/OzL.Pro/ExCom/72/47 and Corr.1) 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 70 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 73rd meeting

3. For the 73rd 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 72/3(b));
- Tranche submission delays;
- 2014 consolidated project completion report;
- Desk study on the evaluation of HCFC phase-out projects in the foam sector;
- Draft monitoring and evaluation work programme for the year 2015;
- Consolidated progress report as at 31 December 2013;
- Comments and recommendations on the progress reports of bilateral agencies, UNDP, UNEP, UNIDO and the World Bank (5 documents);
- Evaluation of the implementation of the 2013 business plans;
- Status reports and compliance;
- Consolidated 2015-2017 business plan of the Multilateral Fund ;
- Comments on the bilateral and implementing agencies' business plans for the years 2015-2017 (5 documents);
- Overview of issues identified during project review;
- Bilateral cooperation;
- Comments and recommendations on the 2014 work programme amendments of UNDP, UNEP, UNIDO and the World Bank (4 documents);
- Comments and recommendations on UNEP's Compliance Assistance Programme (CAP) budget for 2015;
- 2015 core unit costs for UNDP, UNIDO and the World Bank;
- Project evaluation sheets, comments and recommendations on the projects and activities

¹ In response to decision 71/1, the document includes an annex, which summarizes the advice given by the Secretariat to other bodies and organizations.

submitted to the 73rd meeting (17 documents²);

- Review of the administrative cost regime for the 2015-2017 triennium (decision 71/45);
- Disbursement of funds for the HCFC phase-out management plan for China (decision 72/38);
- Draft criteria for funding HCFC phase-out in the consumption sector for stage II of HCFC phase-out management plans (decision 72/39);
- Report on the Multilateral Fund Climate Impact Indicator (decision 69/23);
- Final 2013 accounts (prepared jointly with the Treasurer);
- Reconciliation of the accounts (prepared jointly with the Treasurer);
- Fund transfers from the Treasurer to the implementing agencies (decision 72/42(b)(ii) and (iii)) (prepared by the Treasurer in consultation with the Fund Secretariat);
- Approved 2014, 2015 and 2016 and proposed 2017 budgets of the Fund Secretariat;
- Review of the operation of the Executive Committee (decision 70/23(d));
- Draft report of the Executive Committee to the Twenty-Sixth Meeting of the Parties to the Montreal Protocol.

4. A summary of the issues raised in the aforementioned documents can be found in the Provisional annotated agenda (UNEP/OzL.Pro/ExCom/73/1/Add.1).

5. A site containing meeting documents in Arabic, Chinese, English, French, Russian and Spanish, and logistical information for the 73rd meeting was created in the Multilateral Fund public website.

6. The Secretariat also prepared six documents for the meeting of the Sub-group on the Production Sector, which would take place in the margins of the 73rd meeting. Documents for the Sub-group are available on a restricted area of the website and are limited to members of the Executive Committee.

Preparation for the 73rd meeting of the Executive Committee

7. Logistic arrangements were made for the 73rd meeting, to be held at UNESCO, Paris, France from 9 to 13 November 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 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.

Information materials and guides

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

- Inventory of Approved Projects as of May 2014;
- Policies, Procedures, Guidelines and Criteria as of May 2014;
- HCFC phase-out management plans as of May 2014;
- List of confidential documents as at 20 October 2014³.

² Comments and recommendations were prepared for projects in the following countries: Brazil, Burundi, Chile, China, Cuba, Democratic People's Republic of Korea (the), Fiji, Gabon, Lebanon, Lesotho, Mexico, Mozambique, Nigeria, Pakistan, Sudan (the), Tunisia, and Uruguay. Comments were also prepared for project proposals for Armenia, Bangladesh, Côte d'Ivoire, Iraq, Qatar and Senegal which were subsequently withdrawn by the relevant implementing agencies.

³ The list of confidential documents will be updated immediately before the 73rd meeting.

9. The Secretariat prepared a draft guide for the presentation of tranches of HCFC production sector phase-out plans for consideration by the Sub-group on the production sector.⁴

Meetings attended and missions undertaken

Missions of the Chief Officer

Sarajevo (Bosnia and Herzegovina), 20-24 May 2014

10. The Chief Officer participated in the Regional Customs Cooperation Meeting and Ozone Protection Award for Customs and Enforcement Officers as well as the Annual Meeting of the Regional Ozone Network for Europe and Central Asia (ECA). He made a statement at the opening session of the network meeting and gave two presentations: one on recent decisions adopted by the Executive Committee; and another on relevant issues associated with the refrigeration and air-conditioning servicing sector. He also had several discussions with the ozone officers in the ECA region and the implementing agencies on various issues related to the work of the Multilateral Fund.

Cancun (Mexico), 24-30 May 2014

11. The Chief Officer attended the 46th meeting of the GEF Council and the Fifth Assembly of the GEF. The GEF Secretariat submitted an information document on strengthening the relationship between the GEF Secretariat and the Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol⁵. The Chief Officer made a statement at the Assembly highlighting the achievements of the Multilateral Fund and renewing the relationship between the two Secretariats to effectively collaborate in the areas of respective competence to achieve dual ozone and climate benefits, which was well received. At the margins of the GEF meetings, in addition to informal discussions with the GEF Secretariat staff, he was able to discuss and exchange views on activities of the Multilateral Fund with the representatives from UNDP-GEF, and the Director General of UNIDO and his staff. He also met with the Director of the Climate Technology Centre and Network of UNEP and had a brief discussion on collaboration between the two offices.

Washington D.C. (United States of America), 2-6 June 2014

12. The Chief Officer participated in the World Bank's 1st Climate Ozone Operational Linkages Workshop and the 8th Ozone Operations Resource Group (OORG) Meeting, in which resources available through the World Bank for supporting ODS phase-out integrated with climate mitigation activities were presented. The Chief Officer made a presentation on the phase-out of HCFCs under the Multilateral Fund.

Nairobi (Kenya), 21-28 June 2014

13. On behalf of the Fund Secretariat, the Chief Officer attended the first session of the United Nations Environment Assembly (UNEA). Both in plenary and at the margins of the UNEP, references were made to the success of the implementation of the Montreal Protocol and the need to replicate the model in addressing other environmental issues.

⁴ The Secretariat has prepared a number of internal operational guides including: an updated guide for the preparation of HCFC phase-out management plans (January 2014 - MLF/IACM.2014/1/8); Updated guide for the preparation of tranches of HCFC phase-out management plans (January 2014 - MLF/IACM.2014/1/9); Guidelines for the verification of national consumption targets of multi-year agreements (January 2014 MLF/IACM.2014/1/9); Guide for funding the preparation of stage II of HCFC phase-out management (MLF/IACM.2014/1/10); Annual Progress and Financial Report operational guidelines (MLF/IACM.2014/1/11).

⁵ GEF/C.46/Inf.1/Rev.01.

14. The Chief Officer paid courtesy visits to the Deputy Executive Director, the Chief of Cabinet, and the Director of the Office for Operations and Corporate Services (OfO), of UNEP. He met with the Treasurer and discussed the draft terms of reference for the contract on expert views on the Fund transfer policy of the Multilateral Fund from the Treasurer to the implementing agencies; issues related to outstanding contributions; and modalities for the introduction and implementation of Umoja, the United Nations' new Enterprise Resource Planning system.

15. The Chief Officer held several meetings with the Executive Secretary of the Ozone Secretariat to discuss further cooperation/collaboration and working relationships between the two Secretariats.

16. The Chief Officer also met with the UNEP Compliance Assistance Programme staff in Africa, and addressed issues relating to project implementation and the quality of project proposals pertaining to the Africa region.

Paris (France), 7-19 July 2014

17. The Chief Officer and the Deputy Chief Officer (Economics and Finance) participated in the 52nd meeting of the Implementation Committee under the Non-compliance Procedure for the Montreal Protocol held on 9-10 July 2014. On behalf of the Secretariat and the implementing agencies, the Chief Officer made a presentation to members of the Implementation Committee. He also responded to queries raised by members on specific countries particularly related to compliance and changes on HCFC baseline for compliance.

18. The Chief Officer participated in the UNEP Compliance Assistance Programme (CAP) Advisory Group meeting held on 10 July 2014. He provided comments and observations on several of the ODS phase-out activities implemented by UNEP. He also took the opportunity to meet the UNEP CAP team with several Fund Secretariat staff on 11 July to discuss submission to 73rd meeting, policy papers and other relevant matters. CAP staff appreciated the open discussions, the opportunity to meet altogether for the first time with the Secretariat team, and the advice and guidance provided to OzonAction.

19. The Chief Officer was invited to attend the Workshop on Hydrofluorocarbon (HFC) Management held on 11 and 12 July 2014 as one of the resource panel members on the session on finance and technology transfer. Discussion topics included the costs of avoiding high-GWP alternatives and of phasing down and leapfrogging HFCs; financing HFC management under the Multilateral Fund; overview of available options for financing HFC management; and institutions, experience and adequacy of the Multilateral Fund and other mechanisms in technology transfer.

20. Accompanied by the senior staff members of the Secretariat, the Chief Officer attended the 34th meeting of the Open-ended Working Group (OEWG) of the Parties to the Montreal Protocol held from 14-18 July 2014 and participated in all the sessions of the contact group on the report of the Technology and Economic Assessment Panel on the replenishment of the Multilateral Fund providing information as required.

21. The Chief Officer held a meeting with representatives of the implementing agencies in the margins of the OEWG meeting. Among the issues discussed included return of balances from completed projects; urgency to implement projects with alternative technologies to HCFCs to allow for the immediate introduction in Article 5 countries; the need to have a common approach to training programmes and activities related to the servicing sector.

22. Several bilateral discussions were also held at the margins of the OEWG meeting as follows:

- (a) Accompanied by the Senior Administrative and Fund Management Officer with the Director of the UNEP OfO on the document on Fund disbursement from the Treasurer to

implementing agencies⁶; status of the document on the “Delegation of authority (DOA) on administrative and financial matters”, which should be signed by the UNEP Executive Director and the Chief Officer; implementation of Umoja; and, the training requirements of the Secretariat staff;

- (b) With the Treasurer on outstanding contributions by the Russian Federation (with the participation of the representative of the Russia Federation) and Kazakhstan;
- (c) Accompanied by the Deputy Chief Officer (Economics and Finance) and a senior project management officer, with the representatives of the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat on potential future collaboration between the two Secretariats;
- (d) With several representatives of Article 5 countries on different subjects related to the Multilateral Fund matters.

23. Upon an invitation by the Government of Germany, the Chief Officer shared his perspective and experiences on Germany’s bilateral cooperation programme under the Montreal Protocol on the occasion of its 20th anniversary.

Missions of other staff

Colombo (Sri Lanka), 27-30 May 2014

24. A presentation on the main policies and decisions adopted at the 71st and 72nd meetings prepared by the Secretariat was given by a Senior Project Management Officer at the meeting of the South Asia regional network in Colombo, Sri Lanka. He also used the opportunity to have bilateral discussions with ozone officers, and bilateral and implementing agencies to provide clarifications and guidance on Multilateral Fund policies and guidelines.

Other network meetings

25. The Secretariat made/will make 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:

- Pacific Island Countries Thematic Meeting on HPMP Implementation and Preparation of Second Tranche (11-14 August 2014);
- Regional Meeting of the Mexico, Central America and Spanish Speaking Caribbean Ozone Officers Networks in Quito, Ecuador (19-22 August 2014); and
- Thematic Meeting of the South-East Asia and Pacific Network of Ozone Officers in Cambodia (13-16 October 2014)

26. The Secretariat will participate in the Main Meeting of the ODS Officers Network for West Asia taking place from 26 to 27 October 2014 in Dubai (United Arab Emirates).

⁶ Document UNEP/OzL.Pro/ExCom/73/57

Inter-Agency Coordination meeting

27. The Fund Secretariat arranged an Inter-agency coordination meeting in Montreal from 2 to 3 September 2014. Participants included Secretariat staff, bilateral agencies with active projects, implementing agencies, and the UNEP Treasurer. The meeting provided an opportunity to discuss issues on a number of agenda items to be addressed at the 73rd meeting.

Staffing and recruitment

28. Mr. Stephan Sicars left the Secretariat on 30 June 2014 to take up the position of Director of UNIDO's Montreal Protocol Branch. Ms. Martha Leyva (Programme Management Officer) and Ms. Valentine Musoga (Associate Human Resources Office) retired from the Secretariat effective 30 September 2014.

29. Mr. Edmundo Cuellar was selected for the post of Registry assistant and commenced on 2 July 2014. Ms. Hellen K'Opiyo temporarily took up the position of Human Resources assistant on 6 October 2014, pending the finalization of the recruitment process for the position which is being advertised in Inspira.

30. Interviews for the post of Deputy Chief Officer (DCO) were concluded and the report of the selection committee was forwarded to UNEP for consideration by the Central Review Body.

31. The job openings for Senior Programme Management (P5), Associate Database Administrator (P2), and Associate Administrative Officer (P2) are being advertised in Inspira with closing dates of 28 November 2014 for the P5 positions and 7 December 2014 for the P2 positions.

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

Other financial mechanisms

Global Environment Facility

32. The Secretariat received an invitation to the 47th GEF Council Meeting to be held in Washington D.C., United States of America, from 28 to 30 October 2014 and was drawn attention to the agenda item on Relationships with the conventions and other international institutions.

Green Climate Fund

33. The Secretariat received a notification of the 8th Meeting of the Board of the Green Climate Fund, which took place from 14 to 17 October 2014 in Bridgetown, Barbados; the Secretariat is designated as an observer organization of the Green Climate Fund. Due to the preparations for the 73rd meeting, the Secretariat could not be represented on this occasion.

United Nations organizations

Joint Inspection Unit of the United Nations

34. Following an invitation from the Joint Inspection Unit of the United Nations (JIU), the Secretariat completed a questionnaire with regard to the review of activities and resources devoted to address climate change in the United Nations system organizations. The following points were stressed: the Multilateral Fund provides funds for the phase-out of ODS controlled by the Montreal Protocol; mitigation of the impact on climate associated with the phase-out of ODS, which are also greenhouse gases, does reduce the impact on the climate as the substances being phased in usually have a lower global warming potential

value. Subsequently, the JIU team visited the Secretariat on 25 September 2014 to discuss and exchange views on the subject. A draft report will be provided to the Secretariat for comments once it is available.

UNEP Regional Office for North America

35. The Director of UNEP's Regional Office for America paid a courtesy visit to the Secretariat on 18 September 2014. The Chief Officer provided her with an overview of the Montreal Protocol, the operation of the Multilateral Fund and its objectives. He also affirmed his support to the Regional Office for North America.

UNEP

36. The Chief Officer received an invitation from the Executive Director to attend the 10th year of the Champions of the Earth Award ceremony co-hosted by the Directors of the Smithsonian American Art Museum and the National Portrait Gallery to be held in Washington D.C. United States of America on 19 November 2014. A letter was sent advising that the Chief Officer could not attend since the event coincides with the 26th Meeting of the Parties.

UNEP Ozonaction

37. The Chief Officer provided an article entitled "Implementation for ozone protection and climate benefits" for the special issue of the OzonAction Newsletter to be published on the occasion on the 26th MOP.

UNFCCC

38. On the occasion of the Environment Series Luncheon on Climate Change: Worldwide Momentum Building to Paris 2015, organized by the Montreal Council on Foreign Relations on 26 September 2014, the Chief Officer met with the Executive Secretary of the UNFCCC, who was the speaker of the event. He discussed briefly with her potential future cooperation between the two Secretariats. He had extended an invitation to her to visit the Secretariat offices while she was in Montreal; however, the visit was not possible due to her schedule.

39. The Chief Officer received an invitation to participate in the Technical Expert Meeting on Non-CO₂ Greenhouse Gases to be held in Bonn, Germany, on 22 October 2014. He is planning to attend the meeting and has prepared a presentation on the experience of the Multilateral Fund including background, results achieved so far, climate and challenges and global trends.

40. The Secretariat also received an invitation to attend the forthcoming sessions of the UNFCCC and its Kyoto Protocol to be held Lima, Peru, from 1-12 December 2014.

UNIDO

41. The Chief Officer was invited to attend the UNIDO Donor Meeting to be held in Vienna, Austria, on 3 November 2014, which would showcase recent success stories from UNIDO's technical cooperation portfolio including the foam project in the Philippines funded by the Multilateral Fund.

Non-governmental organization (NGO)

Centre for Science and Environment (CSE) and Environment Investigation Agency (EIA)

42. The Chief Officer received an invitation to participate in a conference in Goa, India (dates to be determined) organized by CSE⁷ and EIA to explore the mechanism of the Multilateral Fund with a view to determine the kind of reforms that would be needed to enable it to fully address the phase-down of HFCs.

⁷ The CSE is a public interest research and advocacy organisation based in New Delhi, India. CSE researches into, lobbies for and communicates the urgency of development that is both sustainable and equitable.

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
Joint Inspection Unit of the United Nations	The Secretariat completed a questionnaire with regard to the review of activities and resources devoted to address climate change.	September 2014	The Secretariat will provide comments on the draft JIU report.