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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Seventy-sixth Meeting  
Montreal, 9-13 May 2016

**SECRETARIAT ACTIVITIES**

**Introduction**

1. This document presents the activities of the Secretariat since the 75<sup>th</sup> meeting of the Executive Committee.<sup>1</sup>

**Notification of the decisions of the 75<sup>th</sup> meeting of the Executive Committee**

2. The Report of the 75<sup>th</sup> meeting<sup>2</sup> was conveyed to all Executive Committee members, other meeting participants, and also Mr. Achim Steiner, the UNEP Executive Director, and was placed on the Multilateral Fund's website. Additionally, decisions related to project approvals and tranche submission delays were communicated to 76 Article 5 countries, and the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken at the meeting was sent to participants, to UNEP OzonAction Branch for onward transmission to the regional networks, and was also placed on the Multilateral Fund's website.

**Actions taken following the 75<sup>th</sup> meeting of the Executive Committee**

3. Pursuant to decision 75/1(d), the Secretariat sent letters in March 2016 to the Governments of Belarus, Greece, Israel, Lithuania, Portugal, Tajikistan, Ukraine and Uzbekistan regarding their outstanding contributions for one triennium or more.

4. Pursuant to decision 74/9(b)(iv), the Secretariat sent letters on 14 December 2015 to all Article 5 countries requesting the submission of their country programme data for 2015, preferably no later than 14 March 2016<sup>3</sup>.

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

<sup>2</sup> UNEP/OzL.Pro/ExCom/75/85.

<sup>3</sup> This matter is addressed further in document UNEP/OzL.Pro/ExCom/76/9.

## **Preparation for the 76<sup>th</sup> meeting of the Executive Committee**

5. Logistic arrangements were made for the 76<sup>th</sup> meeting, to be held in Montreal from 9 to 13 May 2016<sup>4</sup>. The Secretariat prepared the documents for the 76<sup>th</sup> meeting<sup>5</sup> as listed in document UNEP/OzL.Pro/ExCom/76/Inf.1. The Secretariat also prepared two documents for the meeting of the Sub-group on the Production Sector, which would take place in the margins of the 76<sup>th</sup> meeting<sup>6</sup>. The Secretariat also reviewed and updated databases, summary documents and operational guidelines<sup>7</sup> as required and added a page listing the reports of HCFC demonstration projects to the website<sup>8</sup>.

6. A site containing meeting documents in Arabic, Chinese, English, French, Spanish and Russian, and logistical information for the 76<sup>th</sup> meeting was created in the Multilateral Fund public website.

## **Meetings attended and missions undertaken**

### Missions of the Chief Officer

*Paris (France), 6-12 December 2015*

7. The Chief Officer attended the 21<sup>st</sup> session of the Conference of the Parties (COP21) of the United Nations Framework Convention on Climate Change and its Kyoto Protocol (UNFCCC) and also the 7<sup>th</sup> High-level Assembly of the Climate and Clean Air Coalition (CCAC) to Reduce Short-Lived Climate Pollutants on 8 December 2015.

8. During COP21, the Chief Officer had discussions with several participants including, *inter alia*, the Executive Director (ED) of UNEP, representatives from Article 5 countries and non-Article 5 countries; UNEP OzonAction, the Adaption Fund Board and the Ozone, CCAC, Green Climate Fund (GCF) Secretariats. Discussions covered relevant matters related to the Multilateral Fund, an explanation of key outcomes of the 75<sup>th</sup> meeting to the ED.

9. The Chief Officer extended individual invitations to the Head of the CCAC Secretariat, the Executive Director of the GCF Secretariat, and the Head of the Adaptation Fund Board, to visit the Fund Secretariat in order to exchange information and experiences with the staff of the Fund Secretariat on their area of expertise.

10. The Chief Officer also met with the representatives of the Secretariat of Environment and Natural Resources of Mexico to offer the Secretariat's support to the recently appointed Chair of the Executive Committee for 2016.

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<sup>4</sup> Letters of invitation were sent to members of the Executive Committee, the President of the Bureau of the Twenty-seventh 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.

<sup>5</sup> The provisional agenda was prepared in consultation with the Chair and Vice-Chair of the Executive Committee. The Status of contributions and disbursements was prepared jointly with the Treasurer of the Fund.

<sup>6</sup> Limited distribution documents for the Sub-group are available on a restricted area of the website for members of the Executive Committee.

<sup>7</sup> Inventory of approved projects as of November 2015; Policies, procedures, guidelines and criteria as of November 2015; the guide for the preparation of stage I of HPMPs; the guide for the presentation of the tranches of HPMPs; the guide for preparation of stage II of HPMPs; the guide for the presentation of stage II of HPMPs; the guide for the presentation of tranches of HCFC production sector phase-out management plans (HPPMPs); the guide for the preparation and submission of additional projects to demonstrate climate friendly and energy-efficient alternative technologies to HCFCs and feasibility studies; the guide on preparing institutional strengthening projects; and the guide for preparation of the surveys of ODS alternatives and presentation of the resulting data.

<sup>8</sup> <http://www.multilateralfund.org/Our%20Work/DemonProject/default.aspx>

11. The Chief paid a courtesy visit to the Head of OzonAction and her team in the Paris OzonAction offices and met briefly with the Deputy Director of UNEP DTIE, with whom he highlighted relevant issues related to implementation of projects under the Multilateral Fund.

*Nairobi (Kenya), 23-30 January 2016*

12. The Chief Officer and the Senior Administrative and Fund Management Officer made a courtesy visit to UNEP Headquarters, to meet with Executive Office staff and other key staff related to the work of the Secretariat of the Multilateral Fund, in order to address outstanding issues regarding the implementation of UMOJA<sup>9</sup> and other financial and administrative issues. The Chief Officer met with the UNEP ED to briefly explain key features of the Multilateral Fund which required his attention, in particular the potential Amendment to the Montreal Protocol to phase-down HFCs and its implications for the Multilateral Fund, UNEP as Treasurer of the Fund, and UNEP as an implementing agency, and also on the key issues the Secretariat had been addressing following the deployment of UMOJA.

13. The Chief Officer and the Senior Administrative and Fund Management Officer discussed with the Director of the Office for Operations and Corporate Services a number of financial and administrative issues related to procurement, Treasury matters, UNEP as implementing agency, and the delegation of authority (DOA). During the discussion the Director indicated that the draft DOA for the Multilateral Fund previously prepared was no longer valid and a new simpler DOA, would be drafted. Once the final draft of the document on the DOA is finalized, it would be presented to the Executive Committee.

14. The Chief Officer and the Senior Administrative and Fund Management Officer met with staff of UNON to discuss several outstanding administrative and human resources matters.

15. The Chief Officer took the opportunity to meet with the Head of UNEP OzonAction and the Compliance Assistance Programme team in Africa, with the participation of the Regional Deputy Director for Africa. Key issues pertaining to the Africa region were discussed including the need to expedite project implementation.

*Victoria Falls (Zimbabwe), 15-20 March 2016*

16. The Chief Officer participated in the Joint Network Meeting of Ozone Officers from Africa and West Asia. He gave an opening address and also made a presentation on recent decision of the 74<sup>th</sup> and 75<sup>th</sup> meetings; held a closed informal dialogue with the Government representatives on the issues they are facing and the importance of the role of the national ozone officer (NOO); and discussed with representatives of implementing agencies on specific projects submitted to the 76<sup>th</sup> meeting.

*Geneva (Switzerland), 4-8 April 2016*

17. The Chief Officer accompanied by the Deputy Chief Officer attended the 37<sup>th</sup> Open-Ended Working Group (OEWG). Several bilateral discussions were held at the margins of the meeting on project proposals submitted to the 76<sup>th</sup> meeting, and a brief meeting with the Chair and Vice-Chair of the Executive Committee on matters related to the 76<sup>th</sup> meeting.

#### Missions of other staff

##### *Network meetings*

18. A Senior Project Management Officer participated in the Joint Meeting of the OzonAction Networks of Latin America and the Caribbean (30 November – 1 December) which took place in Panama

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<sup>9</sup> UMOJA is the United Nation's Enterprise Resource Planning system.

from 30 November – 1 December 2015. He made presentations on the key decisions of the 74<sup>th</sup> and 75<sup>th</sup> meetings.

#### Evaluation missions

19. As part of the evaluation of HCFC phase-out projects in the refrigeration and air-conditioning manufacturing sector, the Senior Monitoring and Evaluation Officer carried out field trips to China (7-18 March 2016) and Indonesia (18 March-1 April 2016) where she visited a number of manufacturing enterprises and had discussions with the respective NOOs.

#### **Inter-agency coordination meeting (IACM)**

20. The Fund Secretariat arranged an IACM in Montreal from 1-2 March 2016. Participants included Secretariat staff, representatives of the bilateral agencies of Germany and Japan, representatives of the implementing agencies, and the Treasurer.

21. The IACM allowed the Secretariat, the Treasurer and agencies to discuss several matters related to the 76<sup>th</sup> meeting including programme implementation, and for bilateral discussions on project proposals scheduled for submission to the 76<sup>th</sup> meeting. The Secretariat noted with appreciation that several of the documents submitted by the agencies to the 76<sup>th</sup> meeting had taken into account the issues discussed during the IACM, which facilitated their review and completion.

#### **Staffing and recruitment**

22. The post of Senior Programme Management Officer (P5) (formerly Project Management Officer on Financial and Economic Affairs) was advertised in Inspira; applications for the post are currently under review. An internship position was advertised in Inspira; applications for the post are currently under review.

23. The process to advertise the post of Deputy Chief Officer in the United Nations Inspira system was initiated so that the post could be filled after the departure of the incumbent who would retire on 30 November 2016.

#### **Staff development and training**

24. Administrative staff participated in UMOJA training activities as follows:

- (a) Online training courses on fund management, procurement and travel;
- (b) Training on grants and project management conducted by a UNEP staff member from Nairobi, from 7-11 March 2016;
- (c) Procurement training by a UNEP staff member from Nairobi, from 18-20 April 2016.

#### **Visit of United Nations Secretary General to Montreal**

25. UN Secretary-General Ban Ki-moon made an official visit to Canada from 11-12 February 2016, which included a visit to the headquarters of the International Civil Aviation Organization (ICAO) in Montreal on 12 February 2016. Staff from the Secretariat attended the address of Mr. Ban Ki-moon to staff of ICAO and other United Nations bodies in Montreal.

## **Matters related to UNEP**

### Audit of UNEP

26. The report of the United Nations Board of Auditors mission regarding their professional opinion on the accounts prepared by UNEP and other financial statements of UNEP as at 31 December 2015<sup>10</sup> is not yet available. The Secretariat would communicate the conclusions of the auditors' report to the Executive Committee once their report is finalized.

### Information and Communications Technology Committee

27. The Deputy Chief Officer participated in the second and third meetings of the Information Communications and Technology (ICT) Committee<sup>11</sup> of UNEP which took place in Nairobi on 13 October 2015<sup>12</sup> via a conference call on 15 March 2016, respectively.

### Joint action for transforming our world: MEAs synergetic and integrated delivery of the 2030 Agenda for sustainable development

28. The Director of the Division of Environmental Law and Conventions (DELIC) invited the Chief Officer to take part in a teleconference on a special event on Joint action for transforming our world: MEAs synergetic and integrated delivery of the 2030 Agenda for Sustainable Development at the second session of the United Nations Environmental Assembly.

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

### *Adaptation Fund*

29. The Chief Officer received a request from Ms. Marcia Levaggi of the Adaption Fund for information on the Multilateral Fund to include in a compilation of policies and procedures of other financial mechanisms on investment income generated by project grants. The Secretariat provided information explaining that any interest earned on funds held must be returned for reprogramming by the Executive Committee. The information provided by the Secretariat was included in document AFB/EFC.18/10<sup>13</sup> of the 18<sup>th</sup> meeting of the Ethics and Finance Committee.

### *Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC)*

30. Representatives of the CCAC participated in the 75<sup>th</sup> meeting of the Executive Committee which was held back to back with the Food Cold Chain Conference organized by the CCAC Secretariat on 21 November 2015. The Chief Officer and a number of staff attended the conference for which the Fund Secretariat had provided logistical support.

31. During the Cold Chain Conference the Secretariat consulted with the CCAC Secretariat regarding information and an update on the district cooling feasibility study for the Maldives. Based on the information received, it was noted that UNDP was the implementing agency for the project, and that its main objective is to evaluate options for a district cooling approach that would obviate the need for the

<sup>10</sup> As reported in paragraph 23 of UNEP/OzL.Pro/ExCom/75/2.

<sup>11</sup> Consists of representatives of UNEP departments, out-posted offices, Secretariats of Multilateral Environmental Agreements, and the Fund Secretariat.

<sup>12</sup> The Deputy Chief Officer was able to attend the second meeting of the ICT since the meeting took place during the week of the 27<sup>th</sup> Meeting of the Parties.

<sup>13</sup> The information provided by the Secretariat can be found in document AFB/EFC.18/10 of the 18<sup>th</sup> meeting of the Ethics and Finance Committee at <https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf>

use of HFCs for stationary air-conditioning in the island of Male, to gather information about costs and finance options to allow for the implementation of this approach. The data analysis and feasibility assessment are ongoing, and the feasibility study report should be submitted to the CCAC Secretariat by the second quarter of 2016. The Secretariat requested the CCAC to share with the Multilateral Fund, a copy of the report when submitted.

32. The Chief Officer attended the CCAC High-Level Assembly that took place on 8 December 2015 (see paragraph 8).

#### *European Parliament*

33. The Chief Officer received a letter from the Chair of the European Parliament's Committee on the Environment, Public Health and Food Safety following his meeting with the delegation of the European Parliament in the margins of the 27<sup>th</sup> Meeting of the Parties. The Chair of the Committee thanked the Chief Officer for providing a comprehensive review of the funding of the Multilateral Fund and added that: "The exchange provided the Members of Parliament with extensive insight into the mechanisms used to assist countries in meeting their commitments under the Montreal Protocol. This enabled the delegation to fully grasp the complexity of the issues to be addressed in order to enable the management of HFCs under the successful Montreal Protocol."

#### *Global Environment Facility (GEF)*

34. The Secretariat provided comments on the proposal for a methyl bromide project for Kazakhstan<sup>14</sup> which was under consideration the GEF.

#### *Green Climate Fund (GCF)*

35. The Chief Officer received an invitation to the Twelfth Meeting of the Board of the GCF which took place from 8 to 10 March 2016 in Songdo, Republic of Korea.

36. Following a request from the Secretariat of the Green Climate Fund (GCF), the Deputy Chief Officer took part in a conference call with representatives of the GCF Secretariat on 16 March 2016 regarding the GCF's approach to progress reporting of readiness and preparatory support, in order to draw upon the Fund Secretariat's experience in establishing a progress reporting system for the Multilateral Fund.

#### *Minamata Convention on Mercury*

37. The Chief Officer received an invitation to participated in the seventh session of the intergovernmental negotiating committee on mercury (INC7) that was held from 10 to 15 March 2016 in Jordan.

#### *Ozone Secretariat*

38. The Fund Secretariat assisted the Ozone Secretariat with overall information technology (IT) coordination including management of the paperless meeting and IT infrastructure for the 37<sup>th</sup> OEWG meeting.

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<sup>14</sup> Introduction of ODS alternatives in agriculture and in post-harvest sector in Kazakhstan, GEF project ID 9184.

United Nations organizations

*United Nations Framework Convention on Climate Change (UNFCCC)*

39. Following his participation in COP21 (see paragraph 9), the Chief Officer sent a congratulatory letter to Ms. Christiana Figueres, the UNFCCC Executive Secretary, regarding the successful outcome of COP21 in November/December 2015. Ms. Figueres acknowledged the letter and responded that she looked forward to continuing cooperation.

*Montreal based United Nations organizations*

40. In March 2016 the Information Technology Officer participated in a meeting at International Civil Aviation Organization (ICAO) headquarters with ICT staff from ICAO, the Secretariat of the Convention on Biological Diversity and UNESCO Institute for Statistics, to address business continuity and disaster recovery plan using private cloud computing technology, and to discuss other ICT related innovations.





**Annex**

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

<b>Body</b>	<b>Secretariat advice</b>	<b>Date provided</b>	<b>Further actions</b>
Adaption Fund	Explanation of Multilateral Fund policies on interest earned. <sup>15</sup>	8 March 2016	Further advice as requested.
Global Environment Facility	Review of the project on the introduction of ODS alternatives in agriculture and in post-harvest sector in Kazakhstan ( GEF project ID 9184)	November 2015	Further advice as requested.
Green Climate Fund (GCF)	The Fund Secretariat's experience in establishing legal arrangements with implementing entities and establishing a progress reporting system for the Multilateral Fund.	25 November 2015 and 16 March 2016	Further advice as requested.

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<sup>15</sup> The information provided by the Secretariat can be found in document AFB/EFC.18/10 of the 18<sup>th</sup> meeting of the Ethics and Finance Committee at <https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf>.