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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Seventy-seventh Meeting  
Montreal, 28 November - 2 December 2016

**SECRETARAT ACTIVITIES**

**Introduction**

1. This document presents the activities of the Secretariat since the 76<sup>th</sup> meeting of the Executive Committee.

**Notification of the decisions of the 76<sup>th</sup> meeting of the Executive Committee**

2. The Report of the 76<sup>th</sup> meeting<sup>1</sup> was conveyed to all Executive Committee members, other meeting participants, and Mr. Achim Steiner, the UNEP Executive Director (ED), and was placed on the Multilateral Fund's website. Decisions related to project approvals, tranche submission delays and possible cancellation of projects, and outstanding 2014 country programme data reports were communicated to 87 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 28<sup>th</sup> Meeting of the Parties to the Montreal Protocol (MOP)**

3. The Chief Officer received an official communication from the Executive Secretary of the Ozone Secretariat on 7 November 2016 regarding information for the Executive Committee on decisions taken at the 28<sup>th</sup> MOP with a request that the relevant decisions be brought to the attention of the Executive Committee. The information, which compiles the paragraphs in decision XXVIII/2 that address the Executive Committee, is attached to document regarding issues relevant to the Executive Committee arising from the 28<sup>th</sup> MOP<sup>2</sup>.

<sup>1</sup> UNEP/OzL.Pro/ExCom/76/66.

<sup>2</sup> UNEP/OzL.Pro/ExCom/77/70.

## Meetings attended and missions undertaken

### Missions of the Chief Officer

*Nairobi (Kenya) 22 – 29 May 2016*

4. The Chief Officer participated in the second session of the United Nations Environment Assembly (UNEA) including the Conference of the Whole and the Ministerial Meeting. During his mission the Chief Officer paid a courtesy visit to the UNEP ED's office. He also had brief discussions with the Director and staff of the Office for Operations and Corporate Services on administrative matters related to the operation of the Secretariat and the Treasurer, the Director of Human Resources of United Nations Office in Nairobi (UNON) regarding human resources issues, and senior staff of Conference Services of UNON regarding potential assistance for the 77<sup>th</sup> meeting.

5. The mission provided an opportunity for several meetings and discussions outside of the UNEA including *inter alia* with: the Executive Secretary of the Ozone Secretariat regarding documents being prepared for the upcoming Montreal Protocol meetings in July 2016; the Treasurer on outstanding contributions; the Director of the UN Environment Economy Division<sup>3</sup> on matters relating to UNEP's role as an implementing agency; and a courtesy visit to the OzonAction office in Africa.

*Suva, Fiji (11 June -19 June 2016)*

6. The Chief Officer participated in the Joint network and thematic meetings of ozone officers of Asia and the Pacific, and the RAC technology summit on longer-term alternatives to ODS organized by the Government of Australia. He had the opportunity to meet with representatives of the ozone units from Pacific Island Countries and countries from the South-East and South Asia regions, representative from the Ozone Secretariat, representative from bilateral agencies (Australia, Germany and Japan) and the implementing agencies. The Chief Officer made opening remarks at the meeting and gave presentations of the surveys of ODS alternatives, and the key outcomes of the 75<sup>th</sup> and 76<sup>th</sup> meetings and issues for consideration at the 77<sup>th</sup> meeting.

*Vienna (Austria) 13 – 24 July 2016*

7. The Chief Officer accompanied by the Deputy Chief Officer and the Senior Administrative and Fund Management Officer attended the resumed 37<sup>th</sup> meeting of the Open-ended Working Group of the Parties to the Montreal Protocol (OEWG), the 38<sup>th</sup> OEWG meeting, the 3<sup>rd</sup> Extraordinary MOP and the 56<sup>th</sup> meeting of the Implementation Committee (ImpCom) where he had the opportunity to interact with representatives from Article 5 countries and non-Article 5 countries, the Chair and Vice-Chair of the Executive Committee, representatives from the Ozone Secretariat and bilateral and implementing agencies.

8. The Chief Officer participated as a panellist in a side event organized by UNEP on behalf of UNIDO and the United States Department of Environment (US-DOE) on “Alternatives for Air-Conditioning Industry in High Ambient Temperature Countries; Key Findings and Future Work of PRAHA<sup>4</sup> and US-DOE Testing Projects”.

9. The Secretariat staff had the opportunity to convene bilateral meetings on different matters, including *inter alia*: individual meetings with representatives from the Governments of Azerbaijan Belarus, Lithuania, Portugal and Ukraine, together with the Treasurer, on matters related to outstanding

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<sup>3</sup> From 14 September 2016 onwards the UNEP Division of Technology, Industry, and Economics (DTIE) is known as the UN Environment Economy Division

<sup>4</sup> Promoting low-global warming potential refrigerants for air-conditioning sectors in high-ambient-temperature countries in West Asia (PRAHA)

contributions to the Multilateral Fund; an issue related to the return of balances with the Government of France; bilateral discussions with representatives from Article 5 countries; a bilateral meeting with the Deputy ED of UNEP on matters related to the Multilateral Fund in particular those related to the Fund Secretariat, UNEP as an implementing agency and UNEP as the Treasurer of the Multilateral Fund; and discussions with technical experts on issues related to the energy efficiency of refrigeration and air-conditioning (RAC) equipment;

10. Upon separate requests from representatives from Austria, Canada, India, Pakistan and the United States, specific information related to the Multilateral Fund was provided by the Secretariat.

*Beijing (China) 6-11 September 2016*

11. The Chief Officer participated in China's International Ozone Day celebrations including the launch of stage II of the HCFC phase-out management plan for China at which he delivered a speech on behalf of the Fund Secretariat. He also made a short statement at the opening of the International Workshop on Green Cold Chain Technologies (9-10 September 2016) hosted by the Foreign Economic Cooperation Office (FECO) of Ministry of Environment Protection. The Chief Officer also used the opportunity to discuss matters related to the 77<sup>th</sup> meeting with bilateral and implementing agencies.

*Ottawa (Canada) 14 September 2016*

12. The Chief Officer travelled to Ottawa for a meeting hosted by the IISD for the recently appointed of ED of the UN Environment<sup>5</sup>. The Chief Officer had brief bilateral discussions with the ED on issues related to the Montreal Protocol and the Multilateral Fund and the role of UN Environment as the Secretariat of the Montreal Protocol, and as the Treasurer and implementing agency of the Multilateral Fund.

*Stockholm, (Sweden) 20-23 September 2016*

13. The Chief Officer participated in the "Workshop on Alternatives to Ozone Depleting Substance and Hydrofluorocarbons: District Cooling and Not-in-Kind Options" organized by the Government of Sweden in cooperation with the Government of Norway, where he gave a presentation on behalf of the Secretariat on demonstration projects and district cooling projects financed by the Multilateral Fund. He had the opportunity to meet with representatives from the Swedish Environmental Protection Agency, where he expressed the appreciation for the support that the Government of Sweden has provided to the Multilateral Fund since its inception. He recalled, among other contributions from the Government of Sweden, the initiative of funding with its own financial resources a regional network of ozone officers, which evolved to regional networks of ozone officers from all Article 5 countries.

*Kigali, (Rwanda) 5- 15 October 2016*

14. The Chief Officer attended the resumed 38<sup>th</sup> meeting of the OEWG, the 57<sup>th</sup> meeting of the ImpCom, and the 28<sup>th</sup> MOP. He was accompanied by the Deputy Chief Officer and Information Management Officer who attended the 57<sup>th</sup> ImpCom and the 28<sup>th</sup> MOP, and also the Senior Administrative and Fund Management Officer and three senior programme officers who attended the 28<sup>th</sup> MOP.

15. The Montreal Protocol meetings provided an opportunity for the Secretariat to learn more about issues in related to the HFC phase down, to meet with the ED of UN Environment, to discuss further, issues related to energy efficiency of RAC equipment with technical experts, and to hold extensive discussions with bilateral and implementing agencies on projects submitted to the 77<sup>th</sup> meeting.

<sup>5</sup> Mr. Erik Solheim took up the appointment of Executive Director of UN Environment in June 2016. Mr. Solheim decided to use the term "UN Environment" instead of UNEP.

16. The Secretariat attended side events including the meeting of 120 national ozone officers organized by OzonAction, at which the ED of UN Environment officiated, and one regarding the proposed additional contributions to the Multilateral Fund by donor countries and 19 philanthropic foundations.

17. On the request of the Government of the United Arab Emirates the heads of the Fund and Ozone Secretariats held discussions with representatives of the Government on a draft conference room paper that the Government was considering submitting to the 28<sup>th</sup> MOP on means of accessing funding from the Multilateral Fund.

18. The Chief Office and the Senior Administrative and Fund Management Officer together with the Treasurer held bilateral discussions with representatives of non-Article 5 countries with outstanding contributions to the Multilateral Fund, including Belarus, Portugal, Tajikistan, and Ukraine.

#### Meetings of regional network of ozone officers

19. The Secretariat made a remote presentation via internet on recent decisions of the Executive Committee at the Regional Ozone Network for Europe and Central Asia<sup>6</sup>.

#### Inter-agency coordination meeting

20. The Secretariat arranged an Inter-agency coordination meeting in Montreal from 31 August to 1 September 2016. Participants included Secretariat staff, the representative of the bilateral agencies of Germany, Italy and Japan, representatives of the implementing agencies, and the Treasurer. As the agenda included the issue of the administrative cost regime and its core unit funding budget, a representative of UN Environment Office for Operations and the Secretariat's consultant working on the study also participated in the meeting.

21. The coordination meeting allowed the Secretariat, the Treasurer and agencies to discuss several issues including *inter alia* business planning for the period 2017 to 2019, submissions for the 77<sup>th</sup> meeting and policy matters on the agenda of the 77<sup>th</sup> meeting. It also allowed bilateral and implementing agencies to have discussions with the consultant for the study of the administrative cost regime in the margins of IACM and for the Secretariat to have bilateral discussions related to financial matters and progress reports with UN Environment<sup>7</sup>.

#### Staffing and recruitment

22. Mr. Balaji Natarajan was appointed to the position of Senior Programme Management Officer effective 24 June 2016. Ms. Ma. Lourdes Nanette Catalon Guerin was appointed to the position of Programme Assistant (G5) for six months effective 21 September 2016.

23. The post of Deputy Chief Officer (D1) was advertised in Inspira on 10 May 2016 with a deadline of 10 July 2016; applications for the post are currently under review. Requests for classification for four P3 positions were submitted to UNON in August 2016, in line with decision 76/54(b).

#### Staff development and training

24. In-house training sessions were held led by relevant staff on translation coordination and preparation of the draft meeting report and other documents. A number of other training sessions are planned for early 2017.

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<sup>6</sup> Ashgabat, Turkmenistan, 24-25 May 2016.

<sup>7</sup> UN Environment as implementing agency.

25. Administrative staff took the Umoja Processing and Approving Travel Requests course conducted by a UN staff member from New York from 20 to 23 June 2016. Additionally several WebEx sessions and conference calls on Umoja issues related to fund management, procurement and travel were also undertaken.

26. A number of staff is currently undertaking an online course on Prince2<sup>8</sup> Foundation Certification offered by UNEP. Staff also undertook online United Nations mandatory learning programmes offered in Inspira including Basic security in the field; Ethics and integrity at the United Nations; Information-security awareness foundational; United Nations human rights and responsibilities, amongst others.

#### Audit of UNEP

27. The Chief Officer and the Senior Administrative and Fund Management Officer provided substantive information and comments on the recommendation by the United Nations Board of Auditors on the matter of long-outstanding receivables from assessed contributions.

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

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

28. The Secretariat gave a presentation on the format for the preparation of surveys on ODS alternatives in Article 5 countries at a side event organized by the CCAC at the 28<sup>th</sup> MOP on the key findings of national HFC inventories funded by the CCAC.

##### *German Ministry for Economic Cooperation and Development (BMZ)*

29. The German Ministry for Economic Cooperation and Development requested the Secretariat to participate in a study on interlocking activities between multilateral organizations and German bilateral development cooperation. On 17 May 2016 the Secretariat provided information on the bilateral cooperation programme funded by Germany including a list of the 250 projects implemented by Germany and responses to a questionnaire. Further clarifications were provided on 18 October 2016.

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

30. The Chief Officer received a letter from the Executive Director *ad interim* of the GCF, with a formal request to share the Multilateral Fund's experience of project review, project implementation, progress reporting, and monitoring and evaluation, and to carry out a short mission to visit the Secretariat. The Chief Officer provided several Multilateral Fund reference documents.

31. The Chief Officer sent a letter of congratulations to Mr. Howard Bamsey who had been appointed as Executive Director of the GCF on 13 October 2016 by the Board of the GCF.

#### United Nations organizations

##### *United Nations Environment*

32. The Chief Officer sent a congratulatory letter to Mr. Erik Solheim who was appointed as ED of UN Environment following the departure of Mr. Achim Steiner in June 2016. The letter included background information on the work of the Multilateral Fund and the role of UNEP as implementing agency and Treasurer of the Fund, and also the services provided to the Secretariat by the Office for Operations and Corporate Services. The Chief Officer extended an invitation to visit the Secretariat's offices.

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<sup>8</sup> PRINCE2 is a de facto process-based method for effective project management.

*Joint Inspection Unit of the United Nations*

33. The JIU was tasked to update its report on the Recommendations to the General Assembly of the United Nations for the determination of parameters for a comprehensive review of United Nations system support for Small Island Developing States (SIDS)<sup>9</sup>, and contacted the Secretariat for additional information on this matter<sup>10</sup>. The Secretariat provided an updated version of the information it had previously provided.

*United Nations Association for Canada*

34. The Chief Officer received an invitation from the President of the World Federation of United Nations Associations to a roundtable, luncheon and panel discussion in Montreal on 4 November 2016. The Chief Officer had to decline the invitation due to preparations for the 77<sup>th</sup> meeting.

*United Nations Development Programme*

35. The Chief Officer was invited to visit UNDP headquarters in New York (United States of America) on 10 November 2016 to discuss matters related to the Multilateral Fund and UNDP. The Chief Officer had to decline the invitation due to preparations for the 77<sup>th</sup> meeting.

*United Nations Industrial Development Organization (UNIDO)*

36. The Chief Officer will participate in the 50<sup>th</sup> anniversary events of the UNIDO, which would take place from 21 to 25 November 2016, including as a panellist at the third Donor Meeting event entitled “Planet: UNIDO’s contribution to reducing the damage to the ozone layer and helping the climate”, and also the luncheon hosted by the UNIDO Director General.

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

37. The Chief Officer sent a letter of congratulations to Ms. Patricia Espinosa who had been appointed as Executive Secretary of the UNFCCC on 18 May 2016 by the Secretary General of the United Nations. The Chief Officer received an invitation to attend the twenty-second session of the Conference of the Parties (COP 22) and the twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 12) to be held in Marrakech, Morocco from 7 to 18 November 2016. In this regard he also received an invitation from the Ministry of Industry and Trade of Morocco to attend an event on “Industrial ecosystems in the service of green growth” on 11 November 2016. The Chief Officer had to decline the invitations due to preparations for the 77<sup>th</sup> meeting.

Government of Quebec

38. Mr. Philippe Couillard, the Premier of Quebec, invited the Chief Officer to the reception given on the occasion of the Quebec national day on 24 June 2016.

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<sup>9</sup> Issued as document JIU/REP/2015/2 is available at

[https://www.unju.org/en/reports-notes/JIU%20Products/JIU\\_REP\\_2015\\_2\\_English.pdf](https://www.unju.org/en/reports-notes/JIU%20Products/JIU_REP_2015_2_English.pdf)

<sup>10</sup> In February 2015, following a request from the JIU for information on the work of the Multilateral Fund in relation to Small Island Developing States (SIDS), the Secretariat provided substantive information including a summary of technical assistance and funding provided to SIDS under the Multilateral Fund, and information on Multilateral Fund projects approved for each country. The JIU advised that the final version of the report did not include the information provided by the Secretariat as the scope of the review had been reduced during the process. (see paras. 41-42 of UNEP/OzL.Pro/ExCom/74/2)

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>
Green Climate Fund	Documents were provided including <i>inter alia</i> : the Executive Committee Primer; Multilateral Fund policy, procedures, guidelines and criteria; the presentation entitled “The Multilateral Fund: Governance, Business Model, Accomplishments, Challenges”; examples of pre-session documents for business planning, project proposals; monitoring and evaluation work programme and project completion reports; business plan templates; progress reporting guidelines; reports of the two evaluations on institutional strengthening; and the monitoring and evaluation work programme.	25 September 2016	Further information or clarification as requested.
	Provided link to documents relevant to the Technology and Economic Assessment Panel, Scientific Assessment Panel, and the Environmental Effects Assessment Panel on the Ozone Secretariat’s website, and also an introduction to the Ozone Secretariat’s Communications Officer.	25 October 2016	No further action
Government of France	Information on the modalities for additional contributions to the Multilateral Fund.	2 and 7 November 2016	Further information or clarification as requested.
German Ministry for Economic Cooperation and Development	Information on the achievements of the Multilateral Fund and a summary of approved projects implemented by the bilateral agency of Germany	17 May and 18 October 2016	Further information or clarification as requested.
Joint Inspection Unit of the United Nations	An updated summary of the information on technical assistance and funding provided to Small Island Developing States (SIDS) under the Multilateral Fund, which had previously been provided in February 2015 <sup>11</sup> . Further clarifications were provided on 20 October and 7 November 2016.	22 May 2016	Further information or clarification as requested.

<sup>11</sup> See Annex of UNEP/OzL.Pro/ExCom/74/2