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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eighty-fourth Meeting
Montreal, 16–20 December 2019

SECRETARIAT ACTIVITIES**Introduction**

1. This document presents the activities of the Secretariat since the 83rd meeting of the Executive Committee.

Notification of the decisions of the 83rd meeting of the Executive Committee

2. The Report of the 83rd meeting¹ was conveyed to all Executive Committee members, other meeting participants, and Ms. Inger Andersen, UNEP Executive Director, and was placed on the Multilateral Fund's website. Decisions of the 83rd meeting related to project approvals, extensions of projects, HCFC phase-out management plan (HPMP) tranche submission delays, and outstanding country programme data reports were communicated to 102 Article 5 countries, and the relevant bilateral and implementing agencies. Letters to two non-Article 5 countries on their contributions to the Fund were also sent. A post-meeting document summarizing decisions taken was also prepared and placed on the Multilateral Fund's website.

Actions taken following the 83rd meeting

3. The Chief Officer sent a letter to the Governments of donor countries² that have pledged to provide fast-start support for the implementation of HFC phase-down, in which he explained matters related to the Kigali Amendment that were discussed at the 83rd meeting. He asked for their agreement to transfer the balances from additional contributions to the regular accounts of the Multilateral Fund.

¹ UNEP/OzL.Pro/ExCom/83/48

² Australia, Canada, Denmark, Finland, France, Germany, Ireland, Italy, Japan, Luxembourg, Netherlands, New Zealand, Norway, Sweden, Switzerland, United Kingdom of Great Britain and Northern Ireland, and the United States of America.

4. In response to decision 81/16(b),³ the Secretariat has continued extracting relevant information from final reports of completed demonstration projects for low global-warming potential (GWP) alternatives to HCFCs and feasibility studies for district cooling, submitted to the Executive Committee. The information has been shared with the relevant bilateral and implementing agencies to *inter alia* check the consistency of the information contained therein. The final text has been edited and converted into fact sheets that have been placed on the Secretariat's website.

Preparation for the 84th meeting of the Executive Committee

5. Logistic arrangements were made for the 84th meeting, to be held in Montreal from 16 to 20 December 2019.⁴ The Secretariat prepared the documents for the 84th meeting⁵ as listed in document UNEP/OzL.Pro/ExCom/84/Inf.1. The Secretariat also prepared six documents for the meeting of the Sub-group on the Production Sector to take place in the margins of the 84th meeting. The Secretariat also reviewed and updated databases, summary documents and operational guidelines.⁶

6. A site containing meeting documents in Arabic, Chinese, English, French, and Spanish, and logistical information for the 84th meeting was created on the Multilateral Fund's website.

Meetings attended and missions undertaken

Missions of the Chief Officer

Bangkok (Thailand) 28 June to 5 July 2019

7. The Chief Officer, Senior Administrative and Fund Management Officer, and four Senior Programme Management Officers took part in the 41st meeting of the Open-Ended Working Group (OEWG). The Chief Officer, together with two Senior Programme Management Officers, also took part in the 62nd meeting of the Implementation Committee and made a presentation on behalf of the Secretariat on the data in the country programme reports and projects, status of HCFC phase-out, and summarizing the progress made by the Executive Committee in matters related to the Kigali Amendment. Questions related to the non-compliance of several Article 5 countries with their country programme data reporting obligations were also discussed as well as plan of action for return to compliance for several Article 5 countries.

8. The representatives of the Secretariat also attended the "UNEP Thematic Workshop on the Integration of Good Servicing Practices into National Qualification and Technical and Vocational Education and Training Systems for Refrigeration and Air-conditioning Servicing Technicians". They also held a meeting with the Technology and Economic Assessment Panel (TEAP) Task Force on unexpected emissions of CFC-11, and held bilateral meetings with a number of Article 5 countries and bilateral and

³ The Executive Committee requested the Secretariat to *inter alia* share the results of the demonstration projects implemented to date through dedicated communication products such as project fact sheets.

⁴ Letters of invitation were sent to members of the Executive Committee, the President of the Bureau of the Thirtieth Meeting of the Parties, 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.

⁵ The provisional agenda was prepared in consultation with the Chair and Vice-Chair of the Executive Committee. The Status of contributions and disbursements and the status of additional contributions were prepared jointly with the Treasurer of the Fund.

⁶ Inventory of approved projects as at May 2019; Policies, procedures, guidelines and criteria as at May 2019; the guide for the submission of enabling activities; the guide for the preparation of stage I of the HCFC phase-out management plan (HPMPs); the guide for the presentation of the tranches of HPMPs; the guide for the preparation for 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 submission of stand-alone HFC investment projects; and the guide for the submission of institutional strengthening projects.

implementing agencies on issued related to implementation of projects and with representatives of non-Article 5 countries to discuss outstanding contributions to the Fund, and attended several side events.

Nairobi (Kenya) 9 to 17 August 2019

9. Upon an invitation by the new Executive Director of the United Nations Environment Programme (UNEP), the Chief Officer paid a courtesy visit to the UNEP Headquarters. He met with the Executive Director, Ms. Inger Andersen, and the Deputy Executive Director, Ms. Joyce Msuya, as well as the Director of the Law Division, the Director of the Corporate Services Division, the Executive Secretary of the Ozone Secretariat, the Acting Head of the OzonAction, the Treasurer, and staff from other divisions. The purpose of this mission was to establish good working relationship with the newly appointed leadership of UNEP and its Corporate Services Division, and continue and strengthen the cooperation between the Fund and Ozone Secretariats and the Law Division.

Mexico City (Mexico) 5 September 2019

10. The Chief Officer paid an informal visit to the representatives of the Government of Mexico, where he made a presentation of the achievements Mexico has been able to accomplish with the support of the Multilateral Fund and discussed the state of projects currently being implemented or prepared.

Jinan (China) 14 to 18 September 2019

11. Upon an invitation by the Government of China, the Chief Officer took part in the celebration of the International Ozone Day in China and had a meeting with the Minister of Ecology and the Environment of China, H.E. Ganjie Li and bilateral discussions with the representatives of the Ministry of Ecology and Environment and International Environmental Cooperation Office (IECO). The purpose of this visit was to continue providing assistance and support to the Government of China regarding the various progress reports, including those specifically requested on monitoring, reporting, verification and enforcement, as well as on actions taken to address and unexpected increase in emissions of CFC-11 into the atmosphere, and funding requests to be submitted to the 84th meeting.

Kyiv (Ukraine) 23 to 27 September 2019

12. The Chief Officer attended the “Europe and Central Asia Ozone Officers Network Meeting” and made an opening statement and three presentations related to recent decisions by the Executive Committee, matters related to monitoring, reporting, verification and enforcement, and refrigeration servicing sector. While he was planning to have a discussion with a representative from the Government of Ukraine on outstanding contributions, at the time of the meeting the newly constituted Government, had not yet designated the representative who will be addressing matters related to the Multilateral Fund.⁷

Rome (Italy) 31 October to 8 November 2019

13. The Chief Officer, together with four Senior Programme Management Officers, attended the Thirty-first Meeting of the Parties. He also attended the 63rd meeting of the Implementation Committee, where he made a presentation, and a meeting of the Bureau of the Meeting of the Parties. The Secretariat staff held a number of consultations with the representatives of Article 5 countries, bilateral and implementing agencies, and met with the Executive Director of UNEP. They also supported the work of relevant contact groups and attended several side events.

⁷ This matter is presented in document UNEP/OzL.Pro/ExCom/84/3

Missions of other staff

New York (United States of America) 21 May 2019

14. A Senior Programme Management Officer took part in the workshop “Towards the effective implementation of the Kigali Amendment”, organized by the United Nations Development Programme (UNDP). The workshop gathered national ozone unit (NOU) representatives from a number of Article 5 countries, projects coordinators from several UNDP country offices, and expert/resource persons. The Secretariat made a presentation on the progress of policy and project development at the Multilateral Fund with regard to the HFC phase-down.

Koror (Palau) 11 to 17 August 2019

15. A Senior Programme Management Officer attended the “Meeting of the Pacific Island Countries Network of National Ozone Officers on Compliance with the Montreal Protocol Post-Kigali” and the “Twinning Workshop for the Pacific Island Countries Ozone and Customs Officers on Strengthening Monitoring and Enforcement Mechanism for Ozone Depleting Substances and HFC Trade Control,” organized by the UNEP Compliance Assistance Programme (CAP) Regional Office for Asia and the Pacific. She made a presentation on the Executive Committee decisions and on monitoring, reporting, verification and enforcement matters. She also held a number of bilateral meetings with the NOUs from the region on the implementation of their HPMPs and with a potential bilateral agency partner.

Beirut (Lebanon) 14 to 19 September 2019

16. A Senior Programme Management Officer attended the inauguration of the Refrigeration and Air-conditioning Service Training Centre, and participated in the “Regional Meeting for West Asia Ozone Officers,” organized by the UNEP CAP. He also undertook a site visit to several enterprises that have been supported by the Multilateral Fund for HCFC conversion. He also held a number of meetings with NOU officers from West Asian countries to discuss the implementation of their HPMPs.

Inter-agency coordination meeting

17. The Secretariat arranged an Inter-agency coordination meeting in Montreal, from 9 to 11 October 2019. Participants included Secretariat staff, the Treasurer, representatives of the bilateral agencies of Canada, Germany, and Japan, and representatives of the implementing agencies.

18. The coordination meeting allowed the Secretariat and the agencies to discuss several matters regarding preparations for the 84th meeting, *inter alia*, the revised draft format for the country programme data reporting incorporating consumption of HFCs in line with the Kigali Amendment; status of evaluations under the monitoring and evaluation functions; completeness of all submissions to the meeting (e.g., business plans; tranches of ongoing HPMPs; requests for renewal of institutional strengthening projects; progress reports; reports for projects with specific reporting requirements; and project completion reports); main issues for the number of tranche submission delays; draft report on end-user incentive schemes funded under HPMPs; draft analysis of the implications of parallel or integrated implementation of HCFC phase-out and HFC phase-down activities; overview of the monitoring, reporting, verification and enforceable licensing and quota systems in place; gender mainstreaming; and review of funding of institutional strengthening projects.

Staffing and recruitment

19. Further to a competitive recruitment process that adhered to the evaluation criteria of the United Nations, the post of the Programme Management Assistant (BL 1307) (G-5) and the post of the Programme Management Officer (BL 1114) (P-4) were filled. Both job openings were issued on the United Nations

Careers Portal, and the selection process was finalized with the selection of Ms. Dominika Anna Suwik (G-5) and Ms. Mirian Vega (P-4).

20. The status of vacant posts is:

- (a) BL 1102 – Deputy Chief Officer (D-1). The job opening was issued on the United Nations Careers Portal, and the selection process is ongoing;
- (b) BL 1108 – Information Management Officer (P-4). The job opening was issued on the United Nations Careers Portal and the selection process is ongoing. A short-term staff member has been temporarily recruited to perform the functions of the post;
- (c) BL 1305 and BL 1313 – two Programme Management Assistants (G-5). These vacancies are as a result of the promotion of two staff members effective 1 May 2019. While the recruitment process has been initiated, one short-term staff member has been temporarily recruited to perform the functions of one of the posts.

21. Recruitment and contractual arrangements for three consultants for the monitoring and evaluation work programme, two consultants for the project review team, and three individual contractors to provide temporary assistance, were finalized. The contractual arrangement for interpreters, translators, and report writers for the 84th meeting were coordinated with UNEP and the United Nations Office in Nairobi.

22. At the 83rd meeting, the Chief Officer asked the Committee whether he could submit requests to the Human Resources Management Service in Nairobi for a formal reclassification of three posts, the results of which would be reflected in the budget of the Secretariat to be submitted to the 84th meeting. Subsequently, to allow the Executive Committee to obtain a clearer overview of the resources available and future needs of the Secretariat and assess the financial implication of the staffing proposals, the Secretariat was requested to include, in its report on the activities of the Secretariat presented to the 84th meeting, an organization chart showing the staffing structure of the Secretariat and the roles and responsibilities assigned to each post (decision 83/1(b)). To facilitate a holistic discussion, this matter will be presented under agenda item 4(e).⁸

Staff development and training

23. All staff members undertook a number of mandatory United Nations online training courses.

24. The United Nations Leadership Dialogue, a mandatory training programme organized by the United Nations Ethics Office, was carried out on the topic of prevention of conflict of interest.

25. The Secretariat hosted a face-to-face training on Umoja Extension 2, conducted by staff from UNEP headquarters, on 8 October 2019. Five staff members of the Secretariat attended the training.

26. Two staff members attended a Corporate Academy training designed for administrative and fund management officers, held in Nairobi, Kenya, from 4 to 8 November 2019. The Senior Administrative and Fund Management Officer took the opportunity to meet with relevant staff members at UNEP and addressed several administrative and personnel matters.

Administrative matters

27. The Secretariat finalized the process of reviewing the lease for the Secretariat's office, which comes to term in December 2019. During the process, the Secretariat maintained close consultations with

⁸ UNEP/OzL.Pro/ExCom/84/8

the Government of Canada, the United Nations Headquarters in New York and relevant procurement staff of UNEP. A decision was made to renew the lease of existing premises. The Fund Secretariat extends its deepest appreciation to the Government of Canada for the outstanding hospitality and extensive assistance that have been granted since its establishment in 1991.

28. In line with the United Nations rules and regulations on procurement matters, a procurement exercise was conducted for the rental of information technology equipment for the 84th meeting. Contractual arrangements to hold the 84th meeting at the International Civil Aviation Organization were finalized.

Cooperation with multilateral environmental agreements (MEAs) and other organizations

29. Pursuant to decision 79/1(b), the Secretariat has included a full overview of the status of all discussions with MEAs and other relevant organizations in Annex I to the present document.

Global Environment Facility (GEF)

30. The GEF Secretariat requested the Secretariat to review a submission from the Government of India for the project “On energy efficiency (EE) for air-conditioners in buildings for India”, with regard to a possible overlap with the activities and/or outputs of the HPMP for India being implemented with assistance from the Multilateral Fund. The Secretariat undertook the review and submitted comments to the GEF.

Multilateral environmental agreements

Ozone Secretariat

31. In line with decision 83/60(b), on 5 June 2019, the Fund Secretariat submitted to the Ozone Secretariat a document containing the overview of current monitoring, reporting, verification and enforceable licensing and quota systems⁹, so that it could be annexed to the document on the Overview of the procedures under the Multilateral Fund by which the Parties review and ensure continuing compliance with the terms of agreements under the Fund (note from the Multilateral Fund Secretariat), and made available to the Parties at the 41st Meeting of the Open-Ended Working Group in line with decision 82/86(b)¹⁰.

United Nations organizations

UNEP

32. The Executive Director of UNEP, Ms. Inger Andersen, and the Acting Chief of Staff of UNEP, Mr. Rafael Peralta, visited the Secretariat on 19 November 2019 and met with all the staff. They expressed their appreciation for the work of the Secretariat and encouraged the increased level of exchange of information between UNEP Headquarters and the Secretariat.

UNEP OzonAction

33. A Senior Programme Management Officer participated remotely on 8 October 2019 in the “Caribbean Thematic Network Meeting”, held in Paramaribo, Suriname (6-9 October 2019), organized by the UNEP CAP, by providing a presentation by Skype on the decisions taken by the Executive Committee at the 83rd meeting and aspects related to monitoring, reporting, verification and enforcement.

⁹ UNEP/OzL.Pro/ExCom/83/38.

¹⁰ <http://conf.montreal-protocol.org/meeting/oewg/oewg-41/presession/Backgrounddocumentsothers/OEWG-41-backgroundnote-MLFS-verification-monitoring.docx>.

Ozone Secretariat

34. In line with decision 83/60(b), on 5 June 2019, the Fund Secretariat submitted to the Ozone Secretariat a document containing the overview of current monitoring, reporting, verification and enforceable licensing and quota systems¹¹, so that it could be annexed to the document on the Overview of the procedures under the Multilateral Fund by which the Parties review and ensure continuing compliance with the terms of agreements under the Fund (note from the Multilateral Fund Secretariat), and made available to the Parties at the 41st Meeting of the Open-Ended Working Group in line with decision 82/86(b)¹².

Sustainable United Nations

35. The Secretariat was invited to make a presentation at the 31st meeting of the United Nations Issues Management Group (IMG) on Environmental Sustainability Management, held at ICAO, Montreal on 11 October 2019. The IMG has established a harmonized, UN-wide approach to measuring the greenhouse gas emissions from all UN agencies, funds and programmes and shared emissions reduction plans and efforts. The Secretariat presented how the UN offices can collaborate with activities undertaken by the agencies on implementation of projects at national, regional and global levels that promote adoption of ozone friendly and HFC-free technologies. Prior to the meeting, a representative of the Sustainable United Nations (SUN), an office that manages and supports the IMG on Environmental Sustainability Management, visited the Secretariat office and presented the work of this office to the staff, which resulted in an exchange of views and ideas on how the Fund could contribute to the attainment of goals related to environment-friendly operations of the UN offices.

Other organizations*Multilateral Organisation Performance Assessment Network (MOPAN)*

36. Following the decision at the 82nd meeting by the Executive Committee that agreed to support the proposed collaboration between the Fund Secretariat and MOPAN in the assessment of the Multilateral Fund and the inception meeting for the assessment that was hosted by MOPAN at its premises in Paris in February 2019, the representatives of the MOPAN Secretariat and of the service provider that carries out the assessment, visited the Secretariat from 15 to 17 July 2019. The Chief Officer made a presentation on the Multilateral Fund, including its governance, business model and accomplishments. The representatives of MOPAN had an opportunity to pose a number of questions, that were also discussed in detail during bilateral interviews carried out with the Secretariat staff. The Secretariat was also informed about the meetings that the evaluators organized with all four implementing agencies of the Fund. The Secretariat provided the contact data of members of the Executive Committee, some of whom would also be contacted to provide input to the assessment exercise.

37. It was agreed that MOPAN would provide the Secretariat with an opportunity to review the draft assessment report before it is submitted to Member Governments.

Green Climate Fund

38. A representative of the Green Climate Fund visited the Secretariat on 26 August 2019 and held a number of meetings with the Secretariat staff that provided an opportunity for an exchange of information on how both funds operate and possibilities for further collaboration.

¹¹ UNEP/OzL.Pro/ExCom/83/38.

¹² <http://conf.montreal-protocol.org/meeting/oewg/oewg-41/presession/Backgrounddocumentsothers/OEWG-41-backgroundnote-MLFS-verification-monitoring.docx>.

39. The Chief Officer and a Senior Programme Management Officer had an exchange of information on matters related to energy efficiency with a representative of the Green Climate Fund on the margins of Thirty-first Meeting of the Parties.

Kigali Cooling Efficiency Program (K-CEP)

40. Upon a request from Kigali Cooling Efficiency Program (K-CEP), the Secretariat provided a feedback to ITAD Ltd., an organization that has been commissioned to help develop a better understanding of K-CEP's role in promoting energy efficiency in the cooling sector.

Annex I

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

Secretariat advice/discussions held/interaction	Meeting
Adaption Fund	
Explanation of Multilateral Fund policies on interest earned. The information provided by the Secretariat can be found in document AFB/EFC.18/10 of the 18 th 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 .	76
Arab Forum for Environment and Development	
An article on the Multilateral Fund's experience in the Arab region for the 2018 Report of the Arab Forum for Environment and Development.	81
Center for Climate and Energy Solutions (formerly, Pew Center on Climate Change)	
Documents UNEP/OzL.Pro/ExCom/37/59, UNEP/OzL.Pro/ExCom/38/54 & Add.1; text of decisions 37/62 and 38/63; Guidelines on funding of technology not in the public domain (Annex XIV of UNEP/OzL.Pro/ExCom/38/70/rev.1); Observations on technology transfer license fees and royalties for different types of projects (liquid carbon dioxide, metered-dose inhalers, tobacco fluffing, HFC-32 for the refrigeration sector, supercritical CO ₂ , the HCFC production sector).	75
Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC)	
Informal consultations with the CCAC Secretariat on a new initiative on efficient cooling that had been provisionally approved by the CCAC working group to help build high-level leadership and facilitate collaboration among stakeholders with a view to fostering enhanced energy efficiency in the cooling sector while countries implement the phase-down of HFC refrigerants under the Montreal Protocol.	83
Overview of approved HCFC demonstration projects and options for additional projects to demonstrate climate-friendly and energy-efficient alternative technologies to HCFCs (UNEP/OzL.Pro/ExCom/72/40). Briefing on Multilateral Fund-financed surveys of ODS alternatives; possible opportunities for CCAC in Countries with Economies in Transition (CEIT); lessons learned from the Multilateral Fund that might be applicable to the technical review process and funding cycle of CCAC projects.	75
Document 72/40, 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)), which summarizes the results of Multilateral Fund HCFC demonstration projects approved so far.	74
Climate Technology Centre and Network	
Presentation on capacity building under the Multilateral Fund as resource material for the Sixth meeting of the Advisory Board. General information on the Multilateral Fund and background documents.	75
European Union / European Parliament	
During the 25 th MOP, the Chief Officer received a request from the European Parliament to have a bilateral discussion on issues related to the Multilateral Fund including the resources needed for the replenishment of the Multilateral Fund and proposals for additional contributions to fund climate benefits. Accordingly, the Chief Officer provided the two representatives of the European Parliament with a short briefing explaining the operation of the Multilateral Fund.	71

Secretariat advice/discussions held/interaction	Meeting
German Ministry for Economic Cooperation and Development	
Information on the achievements of the Multilateral Fund and a summary of approved projects implemented by Germany as a bilateral agency.	77
Global Environment Facility (GEF)	
Review of one project: Energy efficiency (EE) for air-conditioners in buildings for India	84
Review of one project: Accelerating Adoption of Sustainable Thermal Comfort: Transition towards Energy Efficient and Climate Resilient Cities in India	82
Review of four projects: Completion of the phase-out of HCFC consumption with the support of low-GWP technologies in Belarus, GEF project ID 6046; Kazakhstan, HCFC Phase-out in Kazakhstan through the promotion of zero-ODS low-GWP energy-efficient technologies, GEF project ID 6090; Complete HCFC phase-out in Tajikistan through the promotion of zero-ODS low-GWP energy-efficient technologies, GEF ID 6030; Complete HCFC Phase-out in Uzbekistan through the promotion of zero-ODS low-GWP energy-efficient technologies, GEF ID 6003.	80
Review of the project on the introduction of ODS alternatives in agriculture and in the post-harvest sector in Kazakhstan (GEF project ID 9184)	76
Comments on the proposal for a methyl bromide project for Kazakhstan (GEF funding); Provided ideas on the use of funds under GEF 6 for ODS phase-out in non-Article 5 CEIT countries. Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol.	75
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.	72
The Fund Secretariat received an invitation to attend the 45 th GEF Council Meeting that would be held from 5 to 7 November 2013. In a further invitation letter to the new Chief Officer, the CEO and Chairperson of the GEF welcomed a renewal of the past cooperation in providing assistance to parties to meet their obligations under the Montreal Protocol and a renewal of historic ties. In response, the Chief Officer informed the CEO that the Fund Secretariat would not be able to attend the Council Meeting due to preparations for the 71 st meeting; however, he advised the CEO that he looked forward to meeting her with a view to strengthening the relationship with the GEF Secretariat.	71
The Secretariat participated in a meeting of the Global Environment Facility (GEF) Chemicals and Waste Technical Advisory Group (TAG) to provide feedback on the draft focal area strategy for chemicals and wastes to guide the sixth replenishment of the GEF (GEF-6). The draft strategy included the Montreal-Protocol-related activities of the GEF	69
Since the 67 th meeting there has been an interchange of correspondence with the Chief Executive Officer of the Global Environment Facility (GEF) on issues related to cooperation between the two funding mechanisms. Consideration has been given to the possibility of issuing a joint Multilateral Fund/GEF publication on the implementation of the Montreal Protocol over the last 25 years.	68
Government of France	
Courtesy visit to the Ministry for the Economy and Finances of France. Issues discussed included <i>inter alia</i> bilateral co-operation by the Government of France, and the replenishment of the Multilateral Fund for the 2021-2023 triennium.	83
Information on the modalities for additional contributions to the Multilateral Fund.	77
Green Climate Fund (GCF)	
A representative of the Green Climate Fund visited the Secretariat and held a number of meetings with the Secretariat staff that provided an opportunity for an exchange of information on how both funds operate and possibilities for further collaboration.	84

Secretariat advice/discussions held/interaction	Meeting
Informal discussions between the Chief Officer and the Deputy Executive Secretary of the Green Climate Fund on matters of interests to both Funds, in the margins of the fourth session of the United Nations Environment Assembly.	83
Meeting documents related the modalities for reporting the administrative costs of implementing agencies including the following documents: UNEP/OzL.Pro/ExCom/26/67, UNEP/OzL.Pro/ExCom/34/52 and, UNEP/OzL.Pro/ExCom/38/59, UNEP/OzL.Pro/ExCom/55/48, and UNEP/OzL.Pro/ExCom/80/43	81
Conference call to provide information on the Multilateral Fund practices regarding concessional lending and incremental costs.	80
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; Documents were provided, including: 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.	77
The Fund Secretariat's experience in establishing legal arrangements with implementing entities and establishing a progress reporting system for the Multilateral Fund.	76
Information on performance indicators developed for the Multilateral Fund; Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol; Information on the Multilateral Fund's monitoring and accounting framework including Chapter XI of the Multilateral Fund policies, procedures, guidelines and criteria (monitoring and evaluation); Presentation on capacity building under the Multilateral Fund.	75
Presentation on the Multilateral Fund and a sample of key documents including Secretariat activities, status of the Fund, consolidated business plans and progress reports, a sample of project proposals and policy papers. Further details and discussions on the Multilateral Fund.	74
Overview of the objectives and operation of the Multilateral Fund, including its project review process, policy development, meeting process, and implementation of Executive Committee decisions.	72
The Interim Secretariat of the Green Climate Fund wrote to the Multilateral Fund on 24 September 2013 with an invitation to attend the 5 th meeting of the Board of the Green Climate Fund as an observer, although the letter noted that observer status for the Multilateral Fund had not yet been approved. The Fund Secretariat could not attend the Board meeting, which took place from 8 to 10 October, due to preparations for the 71 st meeting. A further letter of 21 October 2013 informed the Fund Secretariat that the next Board meeting would take place in Indonesia from 19 to 21 February 2014, indicated that observer status for the Multilateral Fund had been approved by an amendment to decision B.04/15, and also requested the Fund Secretariat to nominate a contact person.	71
Grenoble School of Management	
Information on the policies and procedures of the Multilateral Fund and the process of project approval for a study on technology learning curves.	80
Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)	
Information on practices regarding financial support to meeting participants/delegates.	75

Secretariat advice/discussions held/interaction	Meeting
International Energy Agency (IEA)	
The Secretariat and the Executive Secretary of the Ozone Secretariat met with a representative of the IEA. The Secretariat explained the work on energy efficiency in the context of the Kigali Amendment. The representative of the IEA indicated that his Organization had undertaken a compilation of policies and standards on energy efficiency in different countries and made it available to the Secretariat. The representative also shared a report on cooling prepared by the IEA.	83
Joint Inspection Unit of the United Nation	
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. Further clarifications were provided on 20 October and 7 November 2016.	77
Comments on the draft document “Review of Activities and Resources Devoted to Address Climate Change in the United Nations System Organizations; Substantive information including a summary of technical assistance and funding provided to Small Island Developing States (SIDS) under the Multilateral Fund and comprehensive information on Multilateral Fund projects approved for each country.	74
The Secretariat completed a questionnaire with regard to the review of activities and resources devoted to address climate change.	73
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”.	72
With regard to the 2013 evaluation/review entitled “Post-Rio+20 review of environmental governance within the United Nations system, the Secretariat provided the Joint Inspection Unit with information about the Fund’s structure, funding levels, number and characteristics of meetings, meeting participants, project approval process, support costs, Secretariat personnel levels, history of approvals from 2006-2013, implementation modalities, compliance, governance framework, strategic planning, synergies and coordination with other MEAs, scientific assessments, advocacy and outreach, administration, gender distribution and geographical balance of the Executive Committee and Secretariat.	70
Kigali Cooling Efficiency Program (K-CEP)	
Upon a request to provide feedback to ITAD Ltd., an organisation that has been commissioned to help develop a better understanding of K-CEP role in promoting energy efficiency in the cooling sector, the Secretariat had a conference call with an ITAD staff member informing on the input provided by the Secretariat to K-CEP in the initial phase of its establishment and its understanding of the linkage of K-CEP’s activities with the Montreal Protocol project activities, particularly relating to HFC phase-down projects.	84
Continued informal sharing of experience of the Multilateral Fund.	80
The Director and one other representative of K-CEP, responsible for coordinating the work of 19 philanthropic foundations on matters related to energy-efficiency and cooling with regard to implementation of the Kigali Amendment, visited the Secretariat on 26 January 2017 to learn more about the Multilateral Fund. K-CEP aims to allocate approximately US \$53 million from philanthropic foundations by the end of 2017 for targeted support through country programmes in a small number of countries and more general support to over 100 countries to improve energy efficiency. Information provided included the Executive Committee Primer; a presentation that summarizes how the Multilateral Fund operates; Guidelines for submitting progress and financial reporting; Guide for preparation of project proposals; the templates for project completion reports; and document UNEP/OzL.Pro/ExCom/74/51 on the Review of institutional strengthening and the associated decision 74/51.	78
Lawrence Berkeley National Laboratory	

Secretariat advice/discussions held/interaction	Meeting
The Secretariat provided comments on a draft report on opportunities and risks of efficiency improvement and refrigerant transition in room air-conditioning.	80
Natural Resources Defense Council	
Multilateral Fund Climate Impact Indicator (MCII) including the tool (Excel file), the manual (PDF) and an explanation of the tool (Word file).	81
Minamata Convention on Mercury	
In July 2013, the Secretariat received an invitation from the Government of Japan to attend the Conference of Plenipotentiaries for the adoption and signature of the Minamata Convention on Mercury, held from 9 to 11 October 2013 in Kumamoto and Minamata, Japan. However, the Secretariat was unable to attend.	71
Multilateral Organisation Performance Assessment Network (MOPAN)	
The representatives of the Secretariat of MOAP and of the service provider that carries out the assessment, visited the Secretariat. The Chief Officer made a presentation on the Multilateral Fund, including its governance, business model and accomplishments. The representatives of MOPAN had a number of meetings with the Secretariat staff. The Secretariat was also informed about the meetings that the evaluators organized with all four implementing agencies of the Fund. The Secretariat provided the contact data of members of the Executive Committee, some of whom would be contacted to provide input to the assessment exercise.	84
The Secretariat attended a meeting at the Secretariat of MOPAN, where an introduction of the Fund was made. Discussions were held on <i>inter alia</i> the scope of the assessment to the stakeholders involved; major differences between the Multilateral Fund and other organizations being assessed, which would lead to a tailored assessment to ensure fairness; the schedule for an inception visit to the Fund Secretariat, and the possible need for the assessment team to attend an Executive Committee.	83
Letter received from MOPAN Secretariat informing that MOPAN's Steering Committee took the decision to assess the Multilateral Fund in its next assessment cycle.	82
Sustainable United Nations (SUN)	
The Secretariat made a presentation at the 31st meeting of the United Nations Issues Management Group (IMG) on Environmental Sustainability Management, held at ICAO, Montreal on 11 October 2019. The Secretariat presented how the UN offices can collaborate with activities undertaken by the agencies on implementation of projects at national, regional and global levels that promote adoption of ozone friendly and HFC-free technologies. A representative of the Sustainable United Nations (SUN), an office that manages and supports the IMG on Environmental Sustainability Management, visited the Secretariat office and presented the work of this office to the staff.	84
United Nations Auditors	
Background information on the Multilateral Fund and other information including, <i>inter alia</i> , UNEP interim financial statements on the Multilateral Fund; report on contributions and disbursements; progress report; 2015 Monitoring and evaluation work programme; and the link to policy and procedures manual.	75
United Nations Environment Programme	
Together with the Ozone Secretariat, the Multilateral Fund Secretariat provided the Chemicals and Health Branch, Economy Division of UNEP with comments on GCO-II report to the Chemicals and Health Branch including information related to: the accelerated phase-out of HCFCs, the Kigali Amendment regarding HFCs, the increased emissions of CFC-11 according to the publication by Montzka et al. in 2018; compliance with the Montreal Protocol's control measures and data reporting.	82

Secretariat advice/discussions held/interaction	Meeting
United Nations Framework Convention on Climate Change (UNFCCC)	
Comments on the draft technical summary of the mitigation benefits of actions, initiatives and options to address non-carbon dioxide greenhouse gas emissions	74
<p>The Secretariat received an invitation in early October 2013 to attend the 19th session of the Conference of the Parties to the UNFCCC and the 9th session of the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol that would take place in Warsaw, Poland, from 11 to 22 November 2013.</p> <p>The Chief Officer informed the UNFCCC Secretariat that he was unable to attend due to preparations for the 71st meeting. Noting that the UNFCCC Secretariat was invited to attend the 25th MOP, he suggested an informal meeting to exploit potential opportunities for collaboration between the two Secretariats. The Executive Secretary of UNFCCC Secretariat responded that the Coordinator of the Mitigation, Data and Analysis Programme, who would be attending the MOP, would arrange to meet bilaterally with him.</p> <p>The representatives of both Secretariats met and discussed informally ways in which the two Secretariats could collaborate in the future as the need arose.</p>	71
University of Bristol	
Provided a summary of the data contained in documents on HFC-23 prepared by the Secretariat, aggregated consumption of HFC-23 reported in surveys of ODS alternatives conducted in 119 Article 5 countries, and data it had derived from publicly available resources during the preparation of document UNEP/OzL.Pro/ExCom/79/48.	83
World Trade Organization, Trade and Environment Division	
Update of the MEA Matrix for the WTO's Committee on Trade and Environment (https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm)	75