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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Ninety-second Meeting  
Montreal, 29 May to 2 June 2023  
Item 3 of the of the provisional agenda<sup>1</sup>

**SECRETARIAT ACTIVITIES**

**Introduction**

1. This document presents the activities of the Secretariat since the conclusion of the 91<sup>st</sup> meeting of the Executive Committee and includes some activities that took place in the period between the issuance of the Secretariat activities document for the 91<sup>st</sup> meeting<sup>2</sup> and the commencement of the 92<sup>nd</sup> meeting.

**I. Issues relating to meetings**

**I.1 91<sup>st</sup> meeting**

2. The report of the 91<sup>st</sup> meeting<sup>3</sup> was conveyed to all Executive Committee members, implementing agencies and the Ozone Secretariat, and was placed on the Multilateral Fund's website. Results of the meeting related to project approvals and HCFC phase-out management plan (HPMP) tranche submission delays were communicated to 91 and 11 Article 5 countries, respectively, and the relevant bilateral and implementing agencies. A post-meeting summary of the 91<sup>st</sup> meeting and decisions taken at that meeting was prepared and shared on the Fund's website.

**I.2 92<sup>nd</sup> meeting**

3. The Secretariat prepared the meeting documents for the 92<sup>nd</sup> meeting, and updated databases, summary documents and operational guidelines, where applicable. The guide for the presentation of new stages of HPMPs, the guide for the presentation of tranches of HPMPs and the guide for the submission of institutional strengthening (IS) projects were updated and posted on the Fund's website, and the interim guide for the presentation of stage I of Kigali HFC implementation plans (KIPs) has been developed and will be posted on the Fund's website before the 92<sup>nd</sup> meeting.

\* Re-issued for technical reasons on 22 May 2023.

<sup>1</sup> UNEP/OzL.Pro/ExCom/92/1

<sup>2</sup> UNEP/OzL.Pro/ExCom/91/2

<sup>3</sup> UNEP/OzL.Pro/ExCom/91/72

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

4. The 92<sup>nd</sup> meeting is organized based on the plan communicated to all Executive Committee members by the letter sent on 24 February 2023.<sup>4</sup>

### **I.3 Management response to the assessment of the Multilateral Fund by the Multilateral Organisation Performance Assessment Network (MOPAN)**

5. In accordance with the request made by the Executive Committee in decision 91/1, the Secretariat sent a letter from the Chair of the Executive Committee, on behalf of the Committee, to the MOPAN Secretariat, enclosing the management response of the Executive Committee on the 2019 MOPAN Assessment of the Multilateral Fund, contained in Annex I to the report of the 91<sup>st</sup> meeting.

### **I.4 Carbon offsetting for 2022**

6. In the first quarter of 2023, building on best practices and policies of different United Nations entities, the Multilateral Fund Secretariat established an internal Standard Operating Procedure with the aim to reduce the environmental impact of its operations. This will be implemented through the offset of carbon emissions. The Secretariat will submit data on its travel and office space starting from the year 2021 to the Sustainable UN team. Due to COVID-19, travel in 2021 was limited and the data for 2021 will be consolidated with that of 2022. The data will be analyzed for the calculation of the Secretariat emissions, and then the emissions offset through the United Nations Carbon Offset Platform. By offsetting emissions, the Secretariat is taking responsibility for its carbon footprint.

### **I.5 Inter-agency coordination meeting (IACM)**

7. The Secretariat arranged an in-person IACM, held in Montreal, Canada, from 8 to 9 March 2023. Online participation was also an option. Participants included the representatives of the bilateral agencies of Canada, France and Germany, representatives of the implementing agencies and Secretariat staff. The meeting report<sup>5</sup> is posted on the in-session area of the Fund's website for the 92<sup>nd</sup> meeting, it includes the follow-up actions by implementing agencies and the Secretariat, agreed at the meeting.

8. The meeting allowed the Secretariat and the agencies to discuss matters regarding preparations for the 92<sup>nd</sup> meeting, including country programme (CP) data reporting and sharing by the agencies of comments from Article 5 countries in using the updated revised format of CP data reports; monitoring and evaluation matters; status reports and projects with specific reporting requirements; matters relating to business planning and the status of implementation of the 2023-2025 business plan; project submissions, including the status of preparation of stage I of KIPs; potential submissions to the 93<sup>rd</sup> meeting; energy efficiency-related pilot projects; information to assist in defining what is to be considered "small and medium-sized enterprises (SMEs)" in the commercial air-conditioning/refrigeration manufacturing sectors; reporting on the local installation and assembly sub-sector; the Fund's operational policy on gender mainstreaming; a scorecard that fits the operations of the Multilateral Fund. Highlights of the meeting are provided in the following paragraphs.

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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 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 and bilateral agencies, the Global Environment Facility (GEF), and non-governmental organizations.

<sup>5</sup> IACM/2023/1/2

9. On CP data, the Secretariat presented the changes introduced in the revised CP data format, which will be considered by the Executive Committee at its 92<sup>nd</sup> meeting. Regarding the review of project completion reports (PCRs), the Senior Monitoring and Evaluation Officer (SMEO) presented the objectives for the internal review of PCRs. The SMEO, agencies and the Secretariat will work on an improved format of PCRs better aligned to project proposal formats.

10. On the status of implementation of the 2021-2023 business plan, the Secretariat indicated that projects amounting to US \$33 million were expected for the 92<sup>nd</sup> meeting, US \$12 million less than initially planned. With regard to submissions to the 92<sup>nd</sup> meeting, the Secretariat indicated that KIPs for two countries had been submitted, as well as new stages of HPMPs for two countries out of 25 included. Of the HPMP tranches for 32 countries due at the 92<sup>nd</sup> meeting, only 20 countries were planned to be submitted. Agencies provided an update on the expected submissions for each country.

11. The Secretariat highlighted the large number of projects to be submitted to the 93<sup>rd</sup> meeting, i.e., KIPs for 34 countries, new stages of HPMPs for 23 countries, HPMP tranches for 28 countries and other projects; the unbalanced workload between the first and second meeting of the year, and the need to identify the reasons for non-submission.

12. Regarding projects for an inventory of banks of used or unwanted controlled substances and a plan for the collection, transport and disposal of such substances, the Secretariat clarified that projects could be submitted to the 93<sup>rd</sup> meeting in accordance with decision 91/66 despite they were not included in the 2023 business plan. The Secretariat agreed to prepare a simple guide to facilitate agencies with the submission of these activities.

13. The Secretariat drew attention to decision 91/65 on the funding window for pilot projects to maintain and/or enhance energy efficiency while phasing down HFCs. The importance of improving energy efficiency of conversion projects supported by the Fund was reiterated, while decision 89/6 provides an opportunity for low-volume consuming countries to request funding under HPMPs for the introduction of alternatives to HCFCs with low- or zero-global warming potential (GWP) and for maintaining energy efficiency in the refrigeration servicing sector.

14. The Secretariat also provided an update on the work being done to assist in defining what was to be considered “SMEs” in the commercial and air-conditioning/refrigeration manufacturing sectors, as requested in decision 91/64(b). The approach is to find a simple and meaningful definition that would be based on criteria for which data is readily available, and the main objective for defining SMEs would be to help identify those enterprises that might need additional resources to ensure a sustainable transition.

## **II. Meetings attended and missions undertaken**

15. During the reporting period, representatives of the Secretariat participated in the following meetings:

- (a) The Secretariat participated in the 69<sup>th</sup> meeting of the Implementation Committee, held in Montreal on 29 October 2022; and the Secretariat and the SMEO participated in the 34<sup>th</sup> Meeting of the Parties to the Montreal Protocol, held in Montreal from 31 October to 4 November 2022;
- (b) Consultations took place in the Secretariat’s office in January 2023 between the Chief Officer with other members of the Secretariat and the Replenishment Task Force of the Scientific Assessment Panel of the Montreal Protocol;

- (c) The Secretariat attended the Network Meeting of the Southeast Asia National Ozone Officers and the twinning National Ozone Officers - Customs Workshop on ODS/HFC trade control and reporting, in Ha Long, Viet Nam, from 13 to 17 March 2023;
- (d) The Chief Officer and another member of the Secretariat, upon invitation by the Secretariat General of the Gulf Cooperation Council (GCC), participated in a consultative meeting on finalising a roadmap for the GCC for the development and adoption of regional standards under the Kigali Amendment. The meeting took place in Riyadh, Saudi Arabia, on 12 and 13 March 2023;
- (e) The Chief Officer and members of the Secretariat participated at the Joint Ozone Officers Network Meeting for Latin America and the Caribbean in Panama City, Panama from 20 to 24 March 2023. They also attended meetings of the Caribbean Thematic Network and the Latin America Thematic Network. The SMEO also attended these meetings, as part of the ongoing evaluation on regional networks;
- (f) The Secretariat attended the Europe and Central Asia meeting, held in Ohrid, North Macedonia, from 26 to 28 April 2023;
- (g) The Secretariat attended the meeting of the Pacific Island Countries Network of National Ozone Officers, held in Vanuatu, from 8 to 12 May 2023;
- (h) The Secretariat virtually attended the Network Meeting of English-Speaking African National Ozone Officers, that took place in Rwanda, Kigali, from 8 to 12 May 2023; and
- (i) The Secretariat attended the Network Meeting of South Asia, held in Maldives, from 21 to 23 May 2023.

### **III. Knowledge management update, information, and communications**

#### **III.1 Knowledge management system**

16. Further to the request made by the Committee to the Secretariat to report on the progress of implementation of the new knowledge management system until the completion of phases 1 and 2 as part of the Secretariat activities<sup>6</sup>, the Secretariat is pleased to report that the development company for the Multilateral Fund's Knowledge Management Platform was selected and appointed through a procurement process which concluded in the first quarter of 2023. In addition to the development company the following project consultants have been engaged and are under contract:

- Project Support Consultant – Will support the project manager, provide guidance and technical insight, and support communication with various stakeholders.
- Web Architect – Will provide support to the website implementation by creating the new architecture and developing the design hierarchy in addition to holding interviews with various users of the website.
- Web Designer- Will work with the developers to enhance the user experience and aesthetics of the platform.

17. The immediate priority is the consolidation of the existing Fund's databases into a single master database. The developer and the Fund's project team are working together to standardize the datasets which will aid the automation of the data migration.

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<sup>6</sup> Decision 91/69(c)

### **III.2 Annual newsletter**

18. In December 2022, the Secretariat issued a Newsletter and Year-end Update, posted it on the Fund's website<sup>7</sup> and also shared it with National Ozone Officers. It includes facts and figures on the year in review, policy highlights and featured projects.

### **III.3 Framework of activities for sustainability supported by the Multilateral Fund**

19. In line with document UNEP/OzL.Pro/ExCom/91/68, the Secretariat prepared a note explaining the safeguards in place to ensure the sustainability of activities supported by the Fund, thus ensuring that compliance with the Montreal Protocol targets is sustained. The note has been posted on the Fund's website<sup>8</sup>.

## **IV. Administrative matters**

### **IV.1 Staffing and recruitment**

20. The process of recruitment of the two Programme Management Officer staff positions at the P-4 level with the Secretariat, approved by the Committee in decision 91/6(b)(i), was initiated and the vacancies were advertised on the UN Careers Portal (un.inspira.org) and the Fund's website.

21. The recruitment process and contractual arrangements for two consultants in the Project Review team, two individual contractors providing temporary assistance, and two interns were completed. Consultants were also hired to implement different components of the knowledge management system, as reported in section III above.

### **IV.2 Staff development and training**

22. The Secretariat held a retreat for all its staff members on 27 and 28 February 2023 whose purpose was to gather as a team to discuss a vision for the Secretariat's support to the Fund, hear and learn from each other, and carry out team-building activities.

23. The Chief Officer participated in the UN Leaders' programme, organized by the Office of Human Resources (OHR), in the UN Department of Management Strategy, Policy and Compliance (DMSPC), as a key element for the Secretary General's priority to revitalize leadership in the Organization.

24. Two Secretariat senior staff members participated in the UN Secretariat Executive Management Programme, also coordinated by the OHR and delivered by the United Nations System Staff College (UNSSC).

25. Several Secretariat staff members attended a dedicated training and information session on the Surface Hub and other collaboration tools at the Microsoft Technology Center in Montreal in October 2022.

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<sup>7</sup>[http://www.multilateralfund.org/InformationandMedia/Brochures%20published%20by%20the%20Secretariat/MLF%20End%20of%20the%20year%20message\\_Dec2022.pdf](http://www.multilateralfund.org/InformationandMedia/Brochures%20published%20by%20the%20Secretariat/MLF%20End%20of%20the%20year%20message_Dec2022.pdf)

<sup>8</sup><http://www.multilateralfund.org/Our%20Work/DemonProject/Document%20Library/MLF-Framework%20for%20Sustainability-FINAL.pdf>

## **V. Cooperation with multilateral environmental agreements (MEAs) and other organizations**

26. 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.

### **V.1 Ozone Secretariat**

27. The Secretariat undertook a number of exchanges with the Ozone Secretariat during the planning of the 92<sup>nd</sup> meeting of the Executive Committee and of the forty-fifth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol.

28. The Secretariat also held discussions with the Ozone Secretariat on a coordinated approach for the Multilateral Fund and the Ozone treaties to participate in the UN Environment Assembly (UNEA-6)'s supplementary agenda item entitled "Cooperation with Multilateral Environment Agreements". UNEA-6 will take place in Nairobi from 26 February to 1 March 2024 under the theme "Effective, inclusive and sustainable multilateral actions to tackle climate change, biodiversity loss and pollution".

### **V.2 United Nations and other international organizations**

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

29. The Chief Officer and a Senior Programme Officer held discussions with Mr. Yannick Glemarec, former Executive Director, and the GCF team on issues relating to energy efficiency in the context of HFC phase-down, in the margins of the 15<sup>th</sup> Conference of the Parties (COP) of the Convention on Biological Diversity, on 16 December 2022. These consultations continued with Mr. German Velasquez, the Director of the GCF's Mitigation and Adaptation Division. Further details of the discussions and consultations are provided in document UNEP/OzL.Pro/ExCom/92/48.

#### *GEF*

30. The Chief Officer and a Senior Programme Officer held consultations with GEF senior environmental specialists on issues relating to energy efficiency in the context of HFC phase-down in April 2023. Further details are provided in document UNEP/OzL.Pro/ExCom/92/48.

#### *UNIDO*

31. As part of the series of meetings planned to be held with the implementing agencies between 2022 and this year, the Chief Officer, together with members of the Secretariat, met with Mr. Ciyong Zou, Deputy to the Director General, and the Managing Director of the Directorate of Technical Cooperation and Sustainable Industrial Development, UNIDO.

#### *UN Framework Convention on Climate Change (UNFCCC)*

32. The Secretariat was invited, together with other United Nations agencies, international financial institutions and multilateral development banks, as well as the operating entities of the financial mechanism of the Convention and the Paris Agreement, by the Executive Secretary of the United Nations Climate Change Secretariat to collaborate with the technical support unit (TSU) of the Secretariat in supporting the

work of the Transitional Committee (TC) on the operationalization of the new funding arrangements and a fund for loss and damage, established by the COP to the UNFCCC at its 27<sup>th</sup> meeting.

33. Much of the work of the TSU is to be undertaken virtually, with occasional in-person participation envisaged during the TC meetings. The Secretariat was invited to and participated, represented by the Deputy Chief Officer, in the first meeting of the TC, organized by the Climate Change Secretariat, which took place in Luxor, Egypt from 27 to 29 March 2023, with a back-to-back preparatory meeting immediately before. All travel-related expenses were covered by the UNFCCC Secretariat.

*Asian Infrastructure Investment Bank (AIIB)*

34. The General Counsel and the Director General of the Operational Partnership Department visited the Secretariat in December 2022 to discuss about opportunities for collaboration. AIIB is a multilateral development bank established after the UNFCCC Paris Agreement and UN Sustainable Development Goals, whose core mission is to finance sustainable infrastructure. Their green infrastructure thematic priority guides project selection, covering financing for climate action, biodiversity conservation and other environmental benefits.

*Intergovernmental Negotiating Committee (INC) to develop an international legally binding instrument on plastic pollution, including in the marine environment*

35. The Chief Officer was invited to a webinar organized by the INC Secretariat to present the experience of the Multilateral Fund and lessons learnt since its inception. The webinar was held online on 11 May 2023.

*Cool Coalition working group*

36. The Secretariat was invited by the Cool Coalition<sup>9</sup> to join its National Cooling Action Plan (NCAP) working group that would support countries in developing NCAPs through capacity building of relevant partners and exchanging information by creating a knowledge repository of completed NCAPs. The Secretariat would participate in on-line meetings and consultations of the working group and provide inputs relating to NCAP development.

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<sup>9</sup> The Cool Coalition is a global multi-stakeholder network that connects a wide range of key actors from government, cities, international organizations, businesses, finance, academia, and civil society groups to facilitate knowledge exchange, advocacy and joint action towards a rapid global transition to efficient and climate-friendly cooling.





**Annex I**

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

*Note: New information is in **bold fonts***

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<b>Adaption Fund</b>	
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 <sup>th</sup> meeting of the Ethics and Finance Committee at <a href="https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf">https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf</a> .	76
<b>Arab Forum for Environment and Development</b>	
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
<b>Asian Infrastructure Investment Bank (AIIB)</b>	
<b>The General Counsel and the Director General of the Operational Partnership Department visited the Secretariat to discuss about opportunities for collaboration. AIIB is a multilateral development bank established after the UNFCCC Paris Agreement and UN SDGs, whose core mission is to finance sustainable infrastructure.</b>	<b>92</b>
<b>Center for Climate and Energy Solutions (formerly, Pew Center on Climate Change)</b>	
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 <sub>2</sub> , the HCFC production sector).	75
<b>Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC)</b>	
The Secretariat provided relevant information of the Multilateral Fund relating to cooling initiatives and programmes.	88
Presentation on the Overview of Multilateral Fund support for implementation of the Kigali Amendment in the context of the Kigali Workstream Discussion.	86
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

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<b>Climate Technology Centre and Network</b>	
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
<b>Cool Coalition Working Group</b>	
<b>The Secretariat was invited by the Cool Coalition to join its National Cooling Action Plan (NCAP) working group that would support countries in developing NCAPs through capacity building of relevant partners and exchanging information by creating a knowledge repository of completed NCAPs. The Secretariat would participate in on-line meetings and consultations of the working group and provide inputs relating to NCAP development.</b>	<b>92</b>
<b>European Union / European Parliament</b>	
During the 25 <sup>th</sup> 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
<b>German Ministry for Economic Cooperation and Development</b>	
Information on the achievements of the Multilateral Fund and a summary of approved projects implemented by Germany as a bilateral agency.	77
<b>Global Environment Facility (GEF)</b>	
<b>Consultations were held with GEF senior environmental specialists on issues relating to energy efficiency in the context of HFC phase down.</b>	<b>92</b>
On-line discussions dealing with issues relating to energy efficiency in the context of HFC phase down and climate change / energy efficiency	91
The Secretariat participated in the workshop on “Delivering Multiple Global Environmental Benefits through the Sound Management of Chemicals and Waste”, organized by the Scientific and Technical Advisory Panel and was called on during discussion on identified linkages, especially regarding ozone depletion.	86
Comments on interventions relating to enabling activities, institutional strengthening and support for ratification of the Kigali Amendment in the countries with economies in transition and review of one plan for Tajikistan.	86
Informal on-line discussions between the Secretariat and staff of GEF on possibilities for further collaboration on energy-efficiency matters.	85
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

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
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 Secretariat received an invitation to attend the 45 <sup>th</sup> 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 <sup>st</sup> 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 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 <sup>th</sup> meeting there has been an interchange of correspondence with the Chief Executive Officer of the 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
<b>Government of France</b>	
The Chief Officer and the Senior Fund Management and Administrative Officer participated in the semi-public presentation on recommendations related to the retrospective evaluation on the French contribution to the Multilateral Fund.	88
The Chief Officer participated in an interview on retrospective evaluation proposal on the French contribution to the Fund Secretariat and provided additional information as requested	86/87
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
<b>Green Climate Fund (GCF)</b>	
<b>Discussions with Mr. Yannick Glemarec, Executive Director and the GCF team on issues relating to energy efficiency in the context of HFC phase down, in December 2022.</b>	<b>92</b>
On-line discussions dealing with issues relating to energy efficiency in the context of HFC phase down and climate change / energy efficiency	91
Informal on-line discussions between the Secretariat and staff of the GCF on possibilities for further collaboration, as the consultative meeting on development of GCF energy efficiency sectoral guidance scheduled for 27-28 February 2020 was cancelled due to COVID-19.	85
A representative of the GCF 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
Informal discussions between the Chief Officer and the Deputy Executive Secretary of the GCF on matters of interests to both Funds, in the margins of the fourth session of the United Nations Environment Assembly.	83

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
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
<p>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;</p> <p>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.</p>	77
The Fund Secretariat's experience in establishing legal arrangements with implementing entities and establishing a progress reporting system for the Multilateral Fund.	76
<p>Information on performance indicators developed for the Multilateral Fund;</p> <p>Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol;</p> <p>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);</p> <p>Presentation on capacity building under the Multilateral Fund.</p>	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 GCF wrote to the Multilateral Fund on 24 September 2013 with an invitation to attend the 5 <sup>th</sup> meeting of the Board of the GCF 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 <sup>st</sup> 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
<b>Grenoble School of Management</b>	
Information on the policies and procedures of the Multilateral Fund and the process of project approval for a study on technology learning curves.	80
<b>Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)</b>	
Information on practices regarding financial support to meeting participants/delegates.	75
<b>International Energy Agency (IEA)</b>	
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

Secretariat advice/discussions held/interaction	Meeting
<b>Joint Inspection Unit of the United Nations</b>	
The Secretariat completed a questionnaire with regard to the review of environmentally sustainable policies and practices across organizations of the United Nations system.	86
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
<b>Kigali Cooling Efficiency Program (K-CEP)</b>	
Participation in the webinar on 28 January 2020 on the Nationally Determined Contributions (NDC) Support Facility for Efficient, Climate-Friendly Cooling (NDC Support Facility) – a new initiative that provides funding and guidance to entities that support countries in integrating cooling solutions into the next round of their NDCs. Upon a request by the Secretariat for clarification on whether the project proposals submitted would include safeguards to avoid uptake of energy-efficient cooling applications based on high-GWP refrigerants; K-CEP assured that low-GWP technologies would be promoted through the NDC Support Facility.	85
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

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<p>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.</p> <p>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.</p>	78
<b>Lawrence Berkeley National Laboratory</b>	
<p>The Secretariat provided comments on a draft report on opportunities and risks of efficiency improvement and refrigerant transition in room air-conditioning.</p>	80
<b>Natural Resources Defense Council</b>	
<p>Multilateral Fund Climate Impact Indicator (MCII) including the tool (Excel file), the manual (PDF) and an explanation of the tool (Word file).</p>	81
<b>Minamata Convention on Mercury</b>	
<p>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.</p>	71
<b>Multilateral Organisation Performance Assessment Network (MOPAN)</b>	
<p><b>In accordance with decision 91/1, the Secretariat sent a letter from the Chair of the Executive Committee, on behalf of the Committee, to the MOPAN Secretariat, enclosing the management response of the Executive Committee on the 2019 MOPAN Assessment of the Multilateral Fund, contained in Annex I to the report of the 91<sup>st</sup> meeting.</b></p>	92
<p>The Secretariat prepared document UNEP/OzL.Pro/ExCom/88/2/Add.2 on the recommendations of the assessment report.</p>	88
<p>Following receipt of the assessment report of the Multilateral Fund, a virtual meeting is being organized for the MOPAN Secretariat to present the report to the Executive Committee and a bilateral discussion is scheduled between the two Secretariats on the assessment of the Multilateral Fund, the methodology used and potential flexibility of adapting it to the type of organization to be assessed in future.</p>	86
<p>The Secretariat reviewed the draft assessment report and made factual corrections and provided comments on it. Follow-up communication took place between the two Secretariats with regard to the timeline for the final report and possible ways of sharing key findings with the Executive Committee.</p>	86
<p>The Secretariat provided additional information and clarifications on matters related to the Multilateral Fund to the consultant responsible for the assessment of the Multilateral Fund by MOPAN. The Secretariat had further discussions with MOPAN Secretariat, which indicated that the draft assessment report was in its last stage of preparation and would be submitted to the Secretariat to review it before it is submitted to Member Governments.</p>	85

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
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
<b>Sustainable Energy for all (SE4All)</b>	
The Secretariat prepared an article on the Multilateral Fund for the Chilling Prospects 2022 report.	90
<b>Sustainable United Nations (SUN)</b>	
The Secretariat made a presentation at the 31 <sup>st</sup> 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
<b>United Nations Office of Internal Oversight Services (OIOS)</b>	
The Secretariat discussed relevant recommendations with implementing and bilateral agencies.	90
The Secretariat prepared document UNEP/OzL.Pro/ExCom/88/2/Add.1 on the recommendations of the OIOS audit report.	88
The Secretariat provided information and documentation, responses to questions and clarification to facilitate an audit by the Office of Internal Oversight Services which aims to assess the efficiency and effectiveness of the provision of services at the Secretariat to the Multilateral Fund covering the period from 1 January 2018 to 31 December 2020.	86/87
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
<b>United Nations Environment Programme</b>	
<b>The Secretariat participated, in coordination with the Ozone Secretariat and together with Secretariats of Multilateral Environmental Agreements administered by UNEP, in consultations called for by the Director of the UNEP Law Division, on how the supplementary agenda item entitled "Cooperation with Multilateral Environment Agreements" could be best considered at UNEA-6.</b>	<b>92</b>
<b>Intergovernmental Negotiating Committee (INC) to develop an international legally binding instrument on plastic pollution, including in the marine environment</b>	<b>92</b>

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<b>The Chief Officer was invited to a webinar organized by the INC to present the experience of the Multilateral Fund and lessons learnt since its inception. The webinar was held online on 11 May 2023.</b>	<b>92</b>
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
<b>United Nations Framework Convention on Climate Change (UNFCCC)</b>	
<b>The Secretariat was invited by the Executive Secretary of the UNFCCC, together with other UNs agencies, international financial institutions and multilateral development banks, as well as the operating entities of the financial mechanism of the Convention and the Paris Agreement, to collaborate with the technical support unit (TSU) of the Secretariat in supporting the work of the Transitional Committee (TC) on the operationalization of the new funding arrangements and a fund for loss and damage, established by UNFCCC COP 27. Upon invitation by the UNFCCC Secretariat, the Secretariat participated in the first meeting of the TC (Luxor, Egypt, 27-29 March 2023). All travel-related expenses were covered by the UNFCCC Secretariat.</b>	<b>92</b>
Comments on the draft technical summary of the mitigation benefits of actions, initiatives and options to address non-carbon dioxide greenhouse gas emissions	74
The Secretariat received an invitation in early October 2013 to attend the 19 <sup>th</sup> session of the Conference of the Parties to the UNFCCC and the 9 <sup>th</sup> 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.  The Chief Officer informed the UNFCCC Secretariat that he was unable to attend due to preparations for the 71 <sup>st</sup> meeting. Noting that the UNFCCC Secretariat was invited to attend the 25 <sup>th</sup> 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.  The representatives of both Secretariats met and discussed informally ways in which the two Secretariats could collaborate in the future as the need arose.	71
<b>University of Bristol</b>	
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
<b>World Trade Organization, Trade and Environment Division</b>	
Update of the MEA Matrix for the WTO's Committee on Trade and Environment ( <a href="https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm">https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm</a> )	75