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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-third Meeting
Montreal, 15-19 December 2023
Item 3 of the provisional agenda¹

SECRETARIAT ACTIVITIES

Introduction

1. This document presents the activities of the Secretariat since the issuance of the Secretariat activities document for the 92nd meeting².

I. Issues relating to meetings

I.1 92nd meeting

2. The report of the 92nd meeting³ 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 62 and 17 Article 5 countries, respectively, and the relevant bilateral and implementing agencies. A post-meeting summary of the 92nd meeting and decisions taken at that meeting was prepared and shared on the Fund's website.

I.2 93rd meeting

3. The Secretariat prepared the meeting documents for the 93rd meeting⁴, and updated databases, summary documents and operational guidelines, where applicable.

¹ UNEP/OzL.Pro/ExCom/93/1

² UNEP/OzL.Pro/ExCom/92/2

³ UNEP/OzL.Pro/ExCom/92/56

⁴ 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 agencies, the Global Environment Facility (GEF), and non-governmental organizations.

4. The Secretariat updated the interim guide for the presentation of stage I of Kigali HFC implementation plans (KIPs), the guides for the presentation of new stages and for the presentation of tranches of HPMPs and posted on the Fund's website. A new guide for funding requests for preparation of national inventories of banks of used or unwanted controlled substances and a plan for the collection, transport and disposal of such substances was developed and is also posted on the Fund's website. The filenames for the guides were standardized and separate submission forms were made available in order to facilitate the submission and the review of the projects.

I.3 Inter-agency coordination meeting (IACM)

5. The Secretariat arranged an in-person IACM, held in Montreal, Canada, from 3 to 5 October 2023. Participants included the representatives of the bilateral agencies of Canada, Germany and Italy, representatives of the implementing agencies and Secretariat staff. Representative of another bilateral agency participated online. The meeting report⁵ is posted on the in-session area of the Fund's website for the 93rd meeting. Highlights of the meeting are provided in the following paragraphs.

6. The Secretariat reiterated the importance of the Country Programme (CP) data timely submission. The Secretariat emphasized the need to ensure data consistency with the project submissions and data submitted under the CP report and the Article 7; this would facilitate more efficient review of the proposals and focus on the substantive activities and funding required rather than having to reconcile data. The Secretariat shared with the agencies a list of changes to performance indicators for the effective assessment of their performance aligned with relevant up-to-date Fund policies.

7. On the status of implementation of the 2023-2025 business plan, the Secretariat presented the status of implementation of the 2023 business plan at that point in time and estimates of the balance at the end of 2023. The Secretariat indicated that KIPs for 24 countries had been submitted to the 93rd meeting, with one withdrawal, as well as new stages of HPMPs for nine countries, with three withdrawals. Agencies provided an update on the expected submissions for each country.

8. The Secretariat presented its assessment and a summary of the analysis of the draft business plan tables for 2024-2026 as submitted by the agencies. The Secretariat noted that adjustments were made to the business plan using the relevant decisions by the Executive Committee. The Secretariat provided an update on the work towards a review of the administrative cost regime of the Fund, noting the consultations held with agencies and the areas highlighted further to the responses provided to the questionnaire sent to them. The main areas identified were the technical capacity building needs for agencies, support required for low-volume-consuming (LVC) countries, and alternative options for cost-effective programme delivery.

9. Under the agenda item on general observations regarding project submissions, the Secretariat presented the methodology it would use for calculating HFC reductions associated with stage I of KIPs for the servicing sector for non-LVC countries that would be deducted from remaining eligible HFC consumption, using the step-by-step methodology described in annex I of document 92/46.⁶ The Secretariat also introduced a system being developed to record and report consistently on the phase-out/phase-down achieved through end-user projects and on energy-efficiency gains, where applicable, to be applied to any end-user projects approved from the 93rd meeting onward.

10. Regarding the local installation and assembly subsector, the Secretariat also clarified that it refers to assembly of RAC systems designed for specific needs of clients and charged *in situ*, to differentiate this from those that are manufactured and charged in a plant. The priority was to first understand HFC consumption in this sector, and agencies were invited to ensure that for future KIPs and when doing surveys

⁵ IACM/2023/2/2

⁶ Annex I of document UNEP/OzL.Pro/ExCom/92/46: Paper on the starting point for sustained aggregate reductions based on the discussions that took place at the 91st meeting in the contact group on the cost guidelines for the phase-down of HFCs (decision 91/64(a)).

of HFC consumption during project preparation, data on this sector be collected and included in the KIPs if clearly defined.

11. 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 and provided an overview of the projects submitted to the 93rd meeting. Both investment and projects for the servicing sector had been received and were being reviewed based on the criteria in the decision. The Secretariat also noted with appreciation the efforts of the bilateral and implementing agencies to submit projects that considered new areas of assistance.

12. Under the agenda item on matters on project implementation, agencies emphasized once more the heavy workload required for the number and content of the progress reports, and that their preparation could be challenging and often competes with time needed for project implementation. During the discussion, it was revealed that progress reports are a monitoring tool to identify gaps in implementation and allow the agencies to immediately respond to countries with implementation issues. The Chief Officer, noting the comments made by the implementing agencies, underscored the importance of progress reporting, while recognizing that there should be a balance between implementation and reporting requirements. Thus, the Secretariat would aim to address these matters and propose to the Executive Committee a recommendation on mapping the reporting requirements and streamlining reporting on progress across the spectrum of reports taking into account the ongoing development of the knowledge management system (paragraph 33 below).

13. The Senior Monitoring and Evaluation Officer (SMEO) presented an update on the status of implementation of the monitoring and evaluation work programme for 2023 and suggested potential issues for evaluations to be undertaken in 2024 and 2025. Agencies shared their views and suggested additional issues for the work programme.

II. Meetings attended and missions undertaken

14. During the reporting period, representatives of the Secretariat participated in the following events:

- (a) A senior programme management officer participated in the Workshop on the Kigali HFC Implementation Plans, organised by UNIDO and held in Vienna, Austria from 14 to 16 June 2023;
- (b) The Chief Officer and members of the Secretariat participated in the 45th Open-ended Working Group of the Parties to the Montreal Protocol (OEWG), held in Bangkok, Thailand from 3 to 7 July 2023. The Chief Officer and a senior programme management officer were panelist and moderator respectively in the workshop on strengthening effective implementation and enforcement of the Montreal Protocol, held on 2 July 2023;
- (c) A senior programme management officer participated, remotely, in the Pacific Island Countries Network of National Ozone Officers, held in Apia, Samoa, from 4 to 9 September 2023;
- (d) The Chief Officer participated, remotely, in the commemoration of the World Ozone Day in China, held in Beijing on 14 September 2023;
- (e) A senior programme management officer participated in an interview, held on the occasion of the celebrations of the World Ozone Day in the Philippines, on 14 September 2023, addressing the topic of fixing the ozone layer and reducing climate change;

- (f) The Chief Officer also participated, remotely, in the celebrations of the World Ozone Day, held in Kuwait on the occasion of the completion of the conversion of the foam sector, extruded polystyrene foam sector and polyurethane foam, on 18 September 2023;
- (g) A senior programme management officer and the SMEO virtually attended the joint Europe and Central Asia and Western Asia network meeting, held in Amman, Jordan from 27 to 28 September 2023;
- (h) The Chief Officer and members of the Secretariat participated in the 35th Meeting of the Parties to the Montreal Protocol, held in Nairobi, Kenya from 23 to 27 October 2023. The Secretariat also participated in the 71st meeting of the Implementation Committee on 20 October 2023, and made a poster presentation during the energy efficiency workshop held on 22 October 2023;
- (i) A programme management officer participated in the Caribbean thematic network meeting, held in Port of Spain, Trinidad and Tobago on 13 November 2023;
- (j) A senior programme management officer virtually attended the regional network meeting of Francophone Africa National Ozone Officers, held in Abidjan, Côte d'Ivoire from 20 to 23 November 2023; and
- (k) The Chief Officer and a senior programme management officer participated online at the joint network of South Asia and Southeast Asia National Ozone Officers, held in Phuket, Thailand on 22 – 24 November 2023.

III. Knowledge management system and communications

III.1 Knowledge management system

15. The development of the knowledge management system is advancing as planned, with the project management team closely collaborating with multiple developer and design team to ensure adherence to the project's delivery schedule. A detailed description of progress in the development of the knowledge management system can be found in annex I to this report.

III.2 Communication tool

16. Following decision 92/41, the Secretariat made available a new communication tool⁷ highlighting the impacts of the Multilateral Fund since its inception. It includes facts and figures and is designed in an easy-to-read, graphic style. The tool was shared on the Fund's website, as well as in letters sent to Article 5 countries informing them of decisions made at the 92nd meeting. Implementing agencies have also shared the tool with their networks, increasing its reach.

IV. Carbon offsetting for 2021 and 2022

17. In adherence with the Standard Operating Procedures adopted by the Fund Secretariat earlier this year, the Secretariat has successfully undertaken emission offset measures covering staff and delegate travel (funded and non-funded delegates), and Secretariat office premises for both 2021 and 2022. For the year 2022, emissions were officially offset in accordance with calculations meticulously conducted with the Sustainable UN team. Consequently, the Secretariat has attained official recognition as an entity on the UN Greening the Blue portal, affirming its commitment to environmental sustainability. A webpage on the Greening the Blue website has been created for the Fund and can be found at:

⁷ http://multilateralfund.org/InformationandMedia/Brochures%20published%20by%20the%20Secretariat/MLF%20communication%20tool_1_May%202023_FINAL.pdf

<https://www.greeningtheblue.org/entities/multilateral-fund>

18. Emissions from 2021 were offset through diligent efforts guided by the Sustainable UN framework. This collective initiative resulted in the offset for 2021 and 2022 of a total of 253 metric tonnes of CO₂ through the UN Framework Convention on Climate Change (UNFCCC) carbon offset platform. The relevant Voluntary Cancellation Certificate was presented to the Fund Secretariat by the UNFCCC on 25 August 2023 and can be accessed at:

<http://www.multilateralfund.org/InformationandMedia/Brochures%20published%20by%20the%20Secretariat/Carbon%20offsetting%20certificate%202021-2022.pdf>.

19. Under the new knowledge management system, the Fund's website will include a section on carbon offsetting.

V. Administrative matters

V.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 finalized with the selection of Ms. Ngoc Thuy Duong, effective 1 August 2023, and Ms. Elina Yuen, effective 1 September 2023. The recruitment process of the two P3 positions (programme management officers) left vacant by the two staff members is underway with one position advertised on the UN career website (<https://careers.un.org/jobSearchDescription/220558?language=en>), with a closing date for application of 10 January 2024 and the other one will be advertised in the coming weeks.

21. The process of selection for the position of Senior Meetings Services Assistant (G-7), whose incumbent retired in September 2023, has also been completed and the candidate will be announced soon.

22. A selection process has been initiated for the position of Senior Programme Management Officer (P-5), following the forthcoming retirement of Ms. Cecilia Mercado, effective 29 February 2024. The job opening has been advertised on the UN career website (<https://careers.un.org/jobSearchDescription/219057?language=en>), where applications will be received until 13 December 2023.

23. The recruitment process and contractual arrangements for two consultants supporting energy efficiency, one consultant and one individual contractor supporting the project review team, two individual contractors supporting document editing and proof reading, two individual contractors supporting translation coordination, and three interns, were completed.

V.2 Staff development and training

24. Secretariat staff undertook online mandatory United Nations training courses, as well as the UN Leadership Dialogue, a mandatory training programme organized by the United Nations Ethics Office.

25. One Secretariat staff member participated in the UNEP's Global Business Intelligence Academy II from 10 to 13 October 2023 in Geneva, Switzerland.

VI. 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 II to the present document.

United Nations Environment Programme (UNEP)

27. The Secretariat received the visit of the Deputy Executive Director (DED) of UNEP on 29 August 2023. A townhall meeting was held with the staff of the Secretariat, where the DED provided updates on the work of UNEP, United Nations Secretariat new developments and policies, amongst others. A meeting with the Chief Officer also took place.

Green Climate Fund (GCF)/Global Environment Facility (GEF) and other funding institutions

28. The Secretariat shared information on the discussions held during the 92nd Executive Committee meeting on energy efficiency with the GCF, the GEF, the Asian Development Bank, the European Bank for Reconstruction and Development, the African Development Bank and the Inter-American Development Bank in June 2023. The Secretariat will continue to consult these institutions, share information and provide additional updates in line with paragraphs 200 and 201 of document UNEP/OzL.Pro/ExCom/92/56 and based on the outcomes of discussions pursuant to decision 92/38 on an operational framework for energy efficiency.

Global Environment Facility (GEF)

29. Upon request, the Secretariat reviewed and provided comments on the HFC project for Tajikistan.

UN Framework Convention on Climate Change (UNFCCC)

30. The Secretariat continued online its collaboration with the technical support unit (TSU) of the Secretariat of the United Nations Framework Convention on Climate Change, further to the invitation of the Executive Secretary of the Convention, in support of 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 27th meeting.

Cool Coalition

31. The Secretariat participated in the consultations, held in July and August 2023, relating to the report on a Global Cooling Stocktake, prepared by the Cool Coalition. The Secretariat also provided comments on versions of the report sent by the Cool Coalition that covered different aspects relating to Montreal Protocol activities and financing of sustainable cooling.

Stimson Centre

32. The Chief Officer spoke to researchers from the Stimson Center, a Washington, D.C.-based think tank that works on international cybersecurity issues, regarding the evolution and work of the Montreal Protocol and its funding mechanism. The center approached the Chief Officer as they are undertaking research focusing on selected international regimes and agreements to find lessons that can be replicated in the management of cyber risks.

Recommendation

33. The Executive Committee may wish to consider requesting the Secretariat to prepare a document, to be submitted to the Executive Committee at its 95th meeting, on mapping the reporting requirements and streamlining reporting on progress across the spectrum of reports taking into account the ongoing development of the knowledge management system.

Annex I

PROGRESS REPORT ON THE CREATION OF A KNOWLEDGE MANAGEMENT SYSTEM (decision 91/69)

Introduction

1. The Executive Committee approved the creation of a new Knowledge Management System (decision 91/69) and requested in paragraph (c) that the Secretariat reports on the progress of the implementation of the system until the completion of phases 1 and 2, described in document UNEP/OzL.Pro/ExCom/91/70, as part of the Secretariat activities. This progress report is in response to this decision. The Knowledge Management System includes three phases:

- Phase 1. Master database and revamped website
- Phase 2. Core products
- Phase 3. Agencies' portal and other enhancements

2. Phases 1 and 2 are being currently implemented whereas for phase 3, the Secretariat will submit an update of the plan and a request for funding after phases 1 and 2 had been completed (decision 91/69, paragraph (d)).

Status of implementation of phases 1 and 2

3. Tables 1 and 2 summarize the status of implementation for every task that was described in document UNEP/OzL.Pro/ExCom/91/70.

Table 1: Status of implementation of phase 1

Phase 1: Master database and website				
Tasks		Change in priority	Rates of completion in %	Comments on progress
1.1	Define and prioritise more detailed user requirements (functional and non-functional)	Yes	10	Business processes and workflows are being mapped and documented. Full implementation will proceed once the data migration is complete.
1.2	User processes (and advice on governance and administering and managing data)	Yes	0	This task did not start yet as it is dependent on the full migration and consolidation of data. Full implementation is foreseen to be complete mid-way through phase 2.
1.3	Identify the technology and any customisations needed for the Multilateral Fund	No	80	This task has added new data fields to support new queries and analysis. It has also included the removal of duplicated and redundant data.
1.4	Mapping of the old to the new data structures	Yes	100	This was a significant task, and it took considerable time for the developers and the Secretariat to discuss and agree how the data from twenty-four different databases are translated to the new data structure in the master database.
1.5	Unify databases into a new master database (migration)	No	90	The master database seeks to migrate the existing databases into a single 'source of truth' for all data of the Multilateral Fund. This requires the establishment of new structures, new linkages between the data elements and standard lists to support data queries.

Phase 1: Master database and website				
Tasks		Change in priority	Rates of completion in %	Comments on progress
1.6	Implementation of a new technology - configuration (proxies, security assessment, coding)	No	80	The software solution sits on top of the master database, allowing information to be cross-referenced, queried, analyzed, visualized, and reported using several different approaches like filters and dashboards.
1.7	Revamped website (including user interface design)	No	85	The structure of the website has been agreed and the design is complete. Content is being worked upon. The site will have a slick and minimalistic look and feel with a strong and distinct corporate identity. User testing of the functionality and proof reading of the content will take place before the launch of the website.
1.8	Testing and acceptance	Yes	10	The Secretariat initiated testing and validation of the country programme existing data that has been migrated as well as the handbook decisions that have been collated. This task is an ongoing one that will be applied as modules are completed.

Table 2: Status of implementation of phase 2

Phase 2: Core products				
Tasks		Change in priority	Rates of completion in %	Comments on progress
2.1	Online reporting of country programme data	Yes	50	The priority for year 1 has been to ensure the successful collation of the country program data into the master database. This is now complete for existing data. Development continues for the front end of the online country programme data system.
2.2	Online reporting of project completion reports	No	0	This task has not started yet as the new forms are being defined and will be presented to the 94 th meeting by the Senior Monitoring and Evaluation Officer.
2.3	Meeting portal	Yes	50	It progressed in year 1. Mock-ups for the front end are ready. Next step will be to migrate the meeting documents from past meetings.
2.4	Country profiles	No	0	This task has not started yet as it is dependent on the master database. The Secretariat is currently designing how the country profiles will look like and what sort of information will be included in them.
2.5	“Handbook” / Electronic document management system	Yes	90	Originally planned for phase 2, it has been possible to progress this core product in phase 1. The Secretariat has prepared and reviewed all decisions since 1991 and compiled them for migration into the new digital handbook. The new handbook has been designed to enable decisions to be searched on several filters and the extended search engine to be able to search for decisions with a combination of keywords.
2.6	Data portal including country programme data, projects, lessons learnt	No	0	This activity has been revised and changed to 2.6a

Phase 2: Core products				
Tasks		Change in priority	Rates of completion in %	Comments on progress
2.6a	Multilateral Fund data hub	No	0	This module is designed to serve as the central hub for all data. The goal is to create a state-of-the-art data hub equipped with dashboards and visual tools that will significantly enhance the user experience and their interaction with Multilateral Fund data.
2.7	Pilot project for project review on IS projects	No	0	Not started yet.
2.8	Testing and acceptance	No	0	Not started yet.

Concluding remarks

4. The Knowledge Management System is progressing fast, and work continues ahead of the original schedule as some of the core products have been moved forward. The work thus far has seen the successful migration of most of the Multilateral Fund data into the master database structure. This has been a significant undertaking to ensure that the data are correctly ‘mapped’ from the old data structure to the new consolidated structure. Database migration work was prioritized and ensured that there is now a solid foundation of consistent, reliable data on which to build the system’s components and functionality of the core products in phase 2. The master database will be completed in the first quarter of 2024.

5. The closely interlinked nature of phase 1 (database migration to the master database) and phase 2 (development of core products using the master data) has ensured that several core products of phase 2 (online reporting, meeting portal and handbook development) are now well defined and brought forward in phase 1.

6. The typical software creation cycle, including the development of the database structure and system specifications in phase 1 is also laying strong foundations for phase 3 where key tools (Agencies’ portal and other enhancements) will be developed. The work so far provides the Secretariat with a clearer understanding of how data will be used in different parts of the application and in developing an application programmers interface (API) in phase 3, that will support data transfer within it and to external systems in future. The Secretariat is also preparing for all systems to be compatible with what will be the future bilateral and implementing agencies reporting portal.

7. The Secretariat is working towards finalizing the following items aiming at June 2024:

- Master database and full back-end structure of the knowledge management system,
- Revamped website,
- Decision handbook,
- Online reporting of the country programme data

Annex II

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

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

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
Asian Infrastructure Investment Bank (AIIB)	
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.	92
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)	
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

Secretariat advice/discussions held/interaction	Meeting
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
Cool Coalition Working Group	
The Secretariat participated in the consultations relating to the report on a Global Cooling Stocktake, prepared by the Cool Coalition. The Secretariat also provided comments on the draft report that covered different aspects relating to the adoption of HFC-free technologies, Montreal Protocol related activities and financing of sustainable cooling.	93
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.	92
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
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), Green Climate Fund (GCF), Regional Development Banks	
The Secretariat shared information on the discussions held during the 92nd Executive Committee meeting on energy efficiency to the GEF, the GCF, the Asian Development Bank, the European Bank for Reconstruction and Development, the African Development Bank and the Inter-American Development Bank in June 2023.	93
Global Environment Facility (GEF)	
Review of one project: HFC project in Tajikistan	93
Consultations were held with GEF senior environmental specialists on issues relating to energy efficiency in the context of HFC phase-down.	92
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

Secretariat advice/discussions held/interaction	Meeting
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 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 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 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	
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
Green Climate Fund (GCF)	
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.	92
On-line discussions dealing with issues relating to energy efficiency in the context of HFC phase-down and climate change / energy efficiency	91

Secretariat advice/discussions held/interaction	Meeting
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
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 th 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 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

Secretariat advice/discussions held/interaction	Meeting
Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)	
Information on practices regarding financial support to meeting participants/delegates.	75
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 Nations	
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
Kigali Cooling Efficiency Program (K-CEP)	
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

Secretariat advice/discussions held/interaction	Meeting
<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
Lawrence Berkeley National Laboratory	
<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
Natural Resources Defense Council	
<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
Minamata Convention on Mercury	
<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
Multilateral Organisation Performance Assessment Network (MOPAN)	
<p>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 91st meeting.</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

Secretariat advice/discussions held/interaction	Meeting
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
Stimson Centre	
The Chief Officer spoke to researchers regarding the evolution and work of the Montreal Protocol and its funding mechanism.	93
Sustainable Energy for all (SE4All)	
The Secretariat prepared an article on the Multilateral Fund for the Chilling Prospects 2022 report.	90
Sustainable United Nations (SUN)	
The Secretariat made a presentation at the 31 st 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 Office of Internal Oversight Services (OIOS)	
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
United Nations Environment Programme	
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.	92

Secretariat advice/discussions held/interaction	Meeting
Intergovernmental Negotiating Committee (INC) to develop an international legally binding instrument on plastic pollution, including in the marine environment: The Chief Officer was invited to a webinar, held online on 11 May 2023, organized by the INC to present the experience of the Multilateral Fund and lessons learnt since its inception.	92
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
United Nations Framework Convention on Climate Change (UNFCCC)	
The Secretariat continued online its collaboration with the technical support unit (TSU) of the Secretariat of the United Nations Climate Change Convention, further to the invitation of the Executive Secretary of the Convention, in support of 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 27th meeting.	93
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.	92
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 th session of the Conference of the Parties to the UNFCCC and the 9 th 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 st meeting. Noting that the UNFCCC Secretariat was invited to attend the 25 th 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
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