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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Sixty-fourth Meeting  
Montreal, 25-29 July 2011

**SECRETARIAT ACTIVITIES**

## **Introduction**

1. This document presents activities of the Secretariat since the 63<sup>rd</sup> meeting of the Executive Committee.

## **Notification of the decisions of the 63<sup>rd</sup> meeting of the Executive Committee**

2. The Report of the 63<sup>rd</sup> meeting of the Executive Committee (UNEP/OzL.Pro/ExCom/63/60 & Corr.1), containing the decisions of the Executive Committee, was conveyed to all Executive Committee members, other participants of the 63<sup>rd</sup> meeting and was placed on the Multilateral Fund's website and intranet. Additionally, decisions related to project approvals, implementation delays and annual tranche submission delays were communicated to 61 Article 5 countries, and to the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken at the 63<sup>rd</sup> meeting was sent by email to all meeting participants, to UNEP OzonAction Branch for onward transmission to the regional networks, and was also placed on the Multilateral Fund's intranet and website.

## **Outstanding contributions of the Russian Federation**

3. The Secretariat was informed in an email (20 May 2011) from Mr. Vasiliev, the Russian Focal Point for Ozone Agreements and Advisor, Department of International Cooperation (Ministry of Natural Resources and Environment) of the Russian Federation, that a meeting had taken place between representatives of the Ministry of Foreign Affairs and the Russian Ministry of Finance (MINFIN). Mr Vasiliev advised the Secretariat that MINFIN would appoint a negotiator to participate in the forthcoming consultations on the outstanding contribution to be conducted in the margins of the 31st Meeting of the Open-ended Working Group of the Parties (OEWG) and the 23<sup>rd</sup> Meeting of the Parties.

## **Change of dates for the 64<sup>th</sup> meeting**

4. Further to decision 62/71 of the Executive Committee regarding the venue and dates of the 64<sup>th</sup> meeting of the Executive Committee, the Chair of the Executive Committee wrote to members with a proposal to change the dates of the 64<sup>th</sup> meeting from 11 to 15 July to 25 to 29 July 2011 since, due to exceptional circumstances, the 31<sup>st</sup> Open-ended Working Group Meeting of the Parties (OEWG) would meet in Montreal from 1 to 5 August 2011 instead of Bangkok. Having received no objections from members the Secretariat proceeded to issue invitations for the meeting to be held from 25 to 29 July 2011.

## **Review of tasks in preparation for the 64<sup>th</sup> meeting**

5. The Secretariat has undertaken the following tasks in preparation for the 64<sup>th</sup> meeting.

### Status of resources and planning

#### *Balances and availability of resources*

6. For the preparation of document UNEP/OzL.Pro/ExCom/64/4 the Secretariat reviewed the obligated and unobligated balances from completed projects held by agencies, and any agency support costs associated with the funds remaining from those completed projects. The document includes a calculation of the total amount of resources available to the Executive Committee for approvals at the 64<sup>th</sup> meeting.

#### *2011-2014 business plans and annual tranche submission delays*

7. The Secretariat prepared a report on the status of business planning in light of approvals at the 63<sup>rd</sup> meeting, submissions and recommendations/proposals for funding to the 64<sup>th</sup> meeting and allocations

in the 2011-2014 business plans. Document UNEP/OzL.Pro/ExCom/64/5 includes a calculation of the value of activities in the 2011 business plan that had not been submitted to either the 63<sup>rd</sup> or 64<sup>th</sup> meeting.

*Status of implementation of delayed projects and prospects of Article 5 countries in achieving compliance with the next control measures of the Montreal Protocol*

8. Document UNEP/OzL.Pro/ExCom/64/6 includes an update of the status of compliance by Article 5 countries with the Montreal Protocol's control measures; information on Article 5 countries that are subject to decisions of the Parties and recommendations of the Implementation Committee on compliance; data on the implementation of country programmes, including an analysis of ODS consumption data by sector; and information on projects with implementation delays and projects for which additional status reports had been requested. In response to decision 63/4(b)(i) the document also includes a number of suggestions for improvements to the web-based country programme reporting system that the Secretariat will endeavour to implement by the end of 2011.

Programme implementation

*Monitoring and evaluation*

9. Pursuant to decision 63/11(d)(i), the Senior Monitoring and Evaluation Officer (SMEO) prepared a strategy for dissemination and communication of the lessons learned from previous implementation experiences (document UNEP/OzL.Pro/ExCom/64/7). The SMEO also prepared document UNEP/OzL.Pro/ExCom/64/8 which contains a review of the publication "Regulations to Control Ozone Depleting Substances: a Guide Book (2000)" following a request made at the 63<sup>rd</sup> meeting for the SMEO to consult the aforementioned publication prior to presenting a revised proposal for an evaluation of ODS licensing and regulatory systems.

*Progress reports as at 31 December 2010*

10. The Secretariat compiled and analysed financial data from the implementing and bilateral agencies and summarized the progress made on projects and activities supported by the Multilateral Fund up to 31 December 2010. Document UNEP/OzL.Pro/ExCom/64/9 provides a summary of implementation progress at the country level, a summary on the implementation of activities to the end of 2010, plus the comments and recommendations of the Secretariat.

*Evaluation of the implementation of the 2010 business plans*

11. The Secretariat prepared an evaluation of the 2010 business plans of the implementing agencies, based on the performance indicators adopted in decision 41/93, the revised weighting in decision 47/51, the targets that were adopted for the 2010 business plans by the Committee through decisions 61/7 to 61/10, and the implementing agencies' progress and financial reports submitted to the 64<sup>th</sup> meeting of the Executive Committee. Document UNEP/OzL.Pro/ExCom/64/15 also presents a trend analysis for each of the nine performance indicators used in previous years' evaluations and the results of the qualitative assessment of the performance of implementing agencies based on input received from national ozone unit (NOU) officers.

Report on implementation of approved projects with specific reporting requirements

12. Documents UNEP/OzL.Pro/ExCom/64/16 contains the review and comments by the Secretariat of outstanding progress reports on the implementation of national phase out plans (NPPs), terminal phase out management plans (TPMPs), projects in the production sector and HCFC demonstration and investment projects where specific reporting requirements are contained in the agreements and decisions of the Executive Committee taken between the 59<sup>th</sup> and 62<sup>nd</sup> meetings. The Secretariat considered the

progress reports in light of the original project proposals, ODS data reported by the respective Governments under Article 7 of the Montreal Protocol, and relevant decisions taken by the Executive Committee and the Meeting of the Parties.

### Project Review

13. The Secretariat prepared document UNEP/OzL.Pro/ExCom/64/17 which included an outline of and statistics on the submissions received from implementing and bilateral agencies. The Secretariat received 111 funding requests from bilateral and implementing agencies including new multi-year agreements and projects and activities amounting to US \$711,488,646. Following review by the Secretariat, 29 projects and activities are recommended for blanket approval and 72 were forwarded for individual consideration by the Executive Committee. The total funding requested at the 64<sup>th</sup> meeting amounts to US \$184,949,899.

14. A number of issues arose during the project review process and these are addressed in document UNEP/OzL.Pro/ExCom/64/17 including: HPMPs that propose to address more than 10 per cent of the baseline by 2015; funding for countries with HCFC consumption between 361 and 400 metric tonnes in the servicing sector; countries that have total HCFC consumption above 360 metric tonnes and should address consumption in the manufacturing sector first to meet the 2013 and 2015 control measures; and, flexibility provision under HCFC phase-out management plans.

### Provisional 2010 accounts

15. The Secretariat reviewed the document on the provisional 2010 accounts prepared by the Treasurer together with the 2010 accounts of the Fund Secretariat (document UNEP/OzL.Pro/ExCom/64/51). The final 2010 accounts will be submitted to the 65<sup>th</sup> meeting of the Executive Committee.

### Production sector

16. At its 63<sup>rd</sup> meeting, the Executive Committee was informed that three proposals had been received to undertake the technical audit of the HCFC production sector in China. The Fund Secretariat advised the Contracts and Procurement section (UNON/PTSS) in Nairobi of decision 63/63(b). UNON/PTSS requested the Fund Secretariat performed a technical review of the proposals and provided an assessment based on the assessment criteria that had been indicated in the requests for bids to UNON/PTSS. The Secretariat subsequently reviewed the financial proposals and forwarded the report to Nairobi in May 2011.

17. The Secretariat prepared a number of documents on HCFC production phase out issues for the meeting of the Sub-group on the Production Sector which would take place in the margins of the 64<sup>th</sup> Meeting of the Executive Committee.

### **Documents and policy papers prepared by the Fund Secretariat**

18. Of the documents submitted for consideration at the 64<sup>th</sup> meeting, the following were prepared by the Fund Secretariat:

- Provisional agenda and annotated agenda;
- Secretariat activities;
- Status of contributions and disbursements (prepared in collaboration with the Treasurer);
- Report on balances and availability of resources;
- 2011-2014 business plans and annual tranche submission delays;

- Status of implementation of delayed projects and prospects of Article 5 countries in achieving compliance with the next control measures of the Montreal Protocol;
- Strategy for the dissemination and communication of lessons learned;
- Report on the review of document “Regulations to Control Ozone Depleting Substances: a Guide Book (2000)”;
- Consolidated progress report as at 31 December 2010;
- Comments and recommendations on the progress reports of bilateral agencies, UNDP, UNEP, UNIDO and the World Bank (5 documents);
- Evaluation of the implementation of the 2010 business plans;
- Report on implementation of approved projects with specific reporting requirements;
- Overview of issues identified during project review;
- Bilateral cooperation;
- Comments and recommendations on the 2011 work programme amendments of UNDP, UNEP, UNIDO and the World Bank (4 documents);
- Project evaluation sheets, comments and recommendations on the projects and activities submitted to the 64<sup>th</sup> meeting (25 documents);
- Report on the experience gained in the implementation of disposal projects (decision 58/19)
- Report on the Multilateral Fund Climate Impact Indicator (decisions 59/45, 62/62 and 63/62);
- Provisional 2010 accounts (prepared in collaboration with the Treasurer).

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

#### Mercury

19. The Chair of the Intergovernmental Negotiating Committee (INC) to prepare a global legally binding instrument on mercury, Mr. Fernando Lugris of Uruguay, Ms. Beatriz Nunez Rivas, Consul General of Uruguay in Montreal, and Mr. David Piper, Deputy Director, Chemical Branch, DTIE, UNEP visited the offices of Fund Secretariat on 17 May 2011. They met with the Chief Officer and the Senior Economic Affairs Officer to discuss the workings of the Multilateral Fund in the light of the discussion at INC 2 in January 2011 regarding the options for the form of the financial mechanism of the mercury instrument, one of which was a self-standing financial mechanism such as the Multilateral Fund of the Montreal Protocol. The Secretariat provided a presentation on the types of projects approved by the Executive Committee, Fund governance arrangements, including the role of the Meeting of the Parties (MOP) in determining Multilateral Fund priorities and eligibility for funding, functioning of the Executive Committee, membership of the Executive Committee and its relationship with the MOP; the Fund’s role in facilitating compliance; and how replenishment needs were calculated and negotiated. An invitation was extended to the Secretariat to attend the sessions of the INC.

#### Green Climate Fund

20. At the request of the Transitional Committee for the design of the Green Climate Fund<sup>1</sup> of the United Nations Framework Convention for Climate Change (UNFCCC), the Fund Secretariat completed a questionnaire on the Multilateral Fund. The purpose of the questionnaire was to obtain an understanding of the experiences of other major relevant Funds for assessing the design options for the Green Climate Fund. The questions addressed four main areas: legal status, objective and principles, scope and size of the Fund; governance and administration; clients, recipients, eligibility criteria and operation of the Fund; and monitoring, evaluation and stakeholders inputs.

<sup>1</sup> [http://unfccc.int/cooperation\\_and\\_support/financial\\_mechanism/green\\_climate\\_fund/items/5869.php](http://unfccc.int/cooperation_and_support/financial_mechanism/green_climate_fund/items/5869.php)

### Evaluation of UNDP partnerships

21. In June 2011 the Fund Secretariat was contacted by the UNDP Evaluation Office in respect of an evaluation of UNDP partnerships. UNDP's partnership with the Multilateral Fund has been selected as an evaluation case study and in this respect the evaluation team will visit the Fund Secretariat's offices in early July for discussions with the Chief Officer and the Senior Economic Affairs Officer.

### **Meetings attended and missions undertaken**

#### Missions of the Chief Officer

*Geneva, Switzerland, 6-13 May 2011*

22. The Chief Officer and Deputy Chief Officer attended the part of the 2011 meeting of the Technology and Economic Assessment Panel (TEAP) related to the report of the Replenishment Task Force on the assessment of the funding requirement for the replenishment of the Multilateral Fund for the period 2012-2014. Discussions between the Fund Secretariat and several TEAP members (members of the Replenishment Task Force) were held during which the Secretariat provided comments and observations as needed.

*Washington D.C. United States of America, 23-26 May 2011*

23. The Chief Officer attended the 40<sup>th</sup> Global Environment Facility (GEF) Council meeting (24-26 May 2011) where she took the opportunity to discuss with several delegations issues related to the Multilateral Fund. She also took part in a meeting with the GEF Secretariat's chemicals and climate teams to consider ways in which the Multilateral Fund and the GEF could cooperate to enhance and build upon the climate benefits that can be achieved through HCFC phase-out and ODS disposal activities. Follow-up discussions are to take place in the margins of the 64<sup>th</sup> Executive Committee meeting.

#### Missions of other staff

*Belgrade, Republic of Serbia, 8-14 May 2011*

24. The Senior Economic Affairs Officer attended the "Roundtable on Climate and Ozone-Friendly Technologies in Refrigeration and air-conditioning" and the annual meeting of the Europe and Central Asia network of ozone officers. He gave a presentation on recent decisions of the Executive Committee and data reporting and gathered a number of suggestions for improvements to the web-based country programme data reporting system.

*Male, Maldives, 10-12 May 2011*

25. The Senior Monitoring and Evaluation Officer (SMEO) attended the Joint Meeting of the South Asia and West Asia Networks of Ozone Officers, which provided her with an opportunity to meet national ozone officers from the two regions and staff from implementing agencies. The SMEO presented the monitoring and evaluation work programme for 2011 and the proposed programme for 2012 to participants and took part in discussions about metered-dose inhalers (MDIs) projects, which were being considered for inclusion in the 2012 monitoring and evaluation work programme.

### **Contributions to regional network and other relevant meetings**

26. The Secretariat provided comprehensive presentations on recent Executive Committee decisions and data reporting to UNEP DTIE for the of the Joint Meeting of the Regional Ozone Networks for West Asia (WA) and South Asia (SA) in the Maldives from 10 to 12 May 2011, the follow-up meeting of the

networks of Central America, South America, and the Spanish-Speaking Caribbean held in Paraguay from 22 to 24 June 2011 and the Main Meeting of the English-speaking Network of Ozone Officers held in the Seychelles from 20 to 23 June 2011.

### **Recruitment and selection**

27. Mr. Alejandro Ramirez-Pabon took up the post of Senior Programme Officer on 8<sup>th</sup> May 2011. The posts of secretary to the Deputy Chief Officer and computer assistant have been advertised in the new United Nations recruitment system, Inspira, and the selection process is underway.

### **Staff training**

28. A number of secretariat staff participated in training courses, including the Association of Project Managers (APM) introductory course and the PRINCE2 Foundation course, organized by UNEP headquarters as part of its staff development programme. Three staff members participated in the Women Preparing for Leadership programme organized by the United Nations Office in Nairobi.

### **Preparation for the meetings of the Executive Committee**

29. Following the Executive Committee's agreement to change the date of its 64<sup>th</sup> meeting, the logistic arrangements were immediately adjusted so that the 64<sup>th</sup> meeting of the Executive Committee could be held at the International Civil Aviation Organization, Montreal, Canada from 25 to 29 July 2011. Letters of invitation and passwords to access meeting documentation on the intranet were provided to members of the Executive Committee, the President of the Bureau of the Twenty-second Meeting of the Parties, the President and Vice President of the Implementation Committee, the Executive Director of UNEP, the Executive Secretary of the Ozone Secretariat, the implementing agencies and NGOs. The Fund Secretariat is also providing some support to the Ozone Secretariat to hold the 31<sup>st</sup> OEWG in Montreal from 1 to 5 August 2011.

### **Video conference facility**

30. The Multilateral Fund video conferencing equipment is now operational and provides the facility to bring together up to four locations for a simultaneous video conference. It will be used not only to facilitate communications between the Secretariat and the implementing agencies but will also allow secretariat staff to participate in staff meetings being held at UNEP headquarters.

### **Information activities**

31. The Report of the 64<sup>th</sup> meeting of the Executive Committee in Arabic, English, Chinese, French and Spanish, and a post-meeting summary were posted on the public web site ([www.multilateralfund.org](http://www.multilateralfund.org)).

32. Following preparatory work earlier in the year, the Secretariat updated its web and intranet technology in June 2011. The website and intranet have been migrated to a new platform which uses the domain name [www.multilateralfund.org](http://www.multilateralfund.org). The new platform will provide Executive Committee members with more streamlined access to resources and will ensure the continuance of a stable service to members and the general public. During the migration the [intranet.unmfs.org](http://intranet.unmfs.org) was maintained to ensure uninterrupted access to meeting documents however this domain name will be discontinued in the near future.

33. A site containing meeting documents in Arabic, Chinese, English, French and Spanish, and logistical information on the 64<sup>th</sup> meeting was created on the new website platform and on

intranet.unmfs.org. A separate meeting site was set up for the Production sector, for which documentation is limited to Executive Committee members.

34. The Fund Secretariat reviewed and updated the following databases, documents and operational guidelines for the 64<sup>th</sup> meeting:

- Inventory of Approved Projects as of April 2011;
- Country Programme Summary Sheets as of April 2011,
- Policies, Procedures, Guidelines and Criteria as of April 2011;
- Phase-out plans and projects as of April 2011;
- HCFC phase-out management plans as of April 2011.

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