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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Forty-sixth Meeting
Montreal, 4-8 July 2005

**DRAFT OUTLINE OF AN EXECUTIVE COMMITTEE PRIMER
(DECISION 45/59 (D) (I))**

For reasons of economy, this document is printed in a limited number. Delegates are kindly requested to bring their copies to the meeting and not to request additional copies.

Background

1. Pursuant to decision 44/60, an assessment report on the twenty-eight recommendations from the report of the 2004 evaluation and review of the financial mechanism of the Montreal Protocol was considered by the Executive Committee at its 45th meeting, including a recommendation to develop a concise primer for new Executive Committee members. Decision 45/59(d) requested the Secretariat to prepare a draft outline of an Executive Committee primer for consideration at the 46th Meeting of the Executive Committee with the aim of presenting a draft primer to the 47th Meeting. The Committee noted that the primer should include, *inter alia*, a summary of relevant decisions, procedures related to the approval of ODS phase-out projects, and rules and practices of the Executive Committee
2. In preparing the outline, the Secretariat took into consideration issues and ideas raised in the report of the 2004 evaluation and review of the financial mechanism and the Executive Committee's discussions on the recommendations of the report as requested by decision XVI/36 of the Sixteenth Meeting of the Parties. In its discussions, the Executive Committee anticipated the primer to be a living document to be updated regularly. The primer could be updated with key policy decisions after the final meeting of each year in preparation for new members who will join the following year.
3. It is suggested that the primer not include specific details on financial issues to be covered by the manual/primer on reporting and recording of the Multilateral Fund accounts mandated by decision 45/58 that is being developed by the Treasurer and the implementing agencies in order to avoid duplication.

EXECUTIVE COMMITTEE OF THE MULTILATERAL FUND FOR THE IMPLEMENTATION OF THE MONTREAL PROTOCOL: A PRIMER

INTRODUCTION

- Purpose of the Primer
- Administration and updating of the Primer

1. MULTILATERAL FUND - BACKGROUND

- The aim of the Multilateral Fund (MLF)
- Key concepts – for example incremental costs, country compliance driven/ phase-out plans-agreements, equal partnership
- Key structures of the Fund (with brief description of role and/or principle duties of each entity including Executive Committee (and sub-groups), Secretariat, multilateral implementing agencies, bilateral agencies, Treasurer)
- Contributions and replenishment

2. HOW THE FUND WORKS

Each of the sections in “How the Fund works” will include information on key decisions pertinent to that area. Specific decisions relevant to specific sub-areas will be discussed under that item. Key documents will be highlighted and a table / flow chart of the “project proposal, project approval, project completion, and the interaction of Fund entities” will be also be included in 2.2.

2.1 PLANNING

- Institutional
 - Replenishment and financial planning
 - Model rolling three-year phase-out plan
 - Business plans and annual work programmes of agencies
- Country planning
 - Country Programme
 - Institutional strengthening /Data reporting
 - National and sectoral phase-out plans – performance based multi-year agreements

2.2 PROJECT REVIEW AND APPROVAL (precedents and criteria in review process)

- General policies and Executive Committee decisions affecting the project cycle
- Project proposals / Types of projects
- Project eligibility / Project review criteria
- Review of incremental costs
- Guidelines for Project review
 - Such as sector specific guidelines for Refrigerant Management Plans/Terminal Management Phase-out Plan, methyl bromide projects, performance based phase-out plans.*
- Project approval
- Bilateral cooperation
- Administrative costs

2.3 PROJECT IMPLEMENTATION

- General policies and Executive Committee decisions affecting project implementation
- Monitoring
 - Progress reports of agencies
 - Project implementation delays and project cancellation
 - Return of balances from completed projects

2.4 EVALUATION

- Objectives of evaluation
- Monitoring and evaluation work programme
- Project completion reports
- Implementing agency performance

3. HOW EXECUTIVE COMMITTEE MEETINGS WORK

3.1 GENERAL

- Terms of reference of the Executive Committee
- Conduct of Business (and consensus)
- MFL annual cycle / Executive Committee calendar

3.2 STANDARD AGENDA ITEMS

This section will cover all the standard agenda items and their sub-items including: Organizational matters; Secretariat activities; Status of contributions and disbursements; Status of resources and planning; Programme implementation; Project proposals; Country programmes; Policy issues / follow-up to decisions of the Executive Committee ; Accounts of the Multilateral Fund; Budget of the Fund Secretariat ; Production Sector; Adoption of the report. It will provide:

- A description of each agenda item and its sub-items,
- Background policy information and decisions, precedents related to the agenda item/sub-item,
- Documents associated with the agenda item, and where relevant
- How to use /interpret specific documents.

4. LOGISTICS/ MEETING MECHANICS

4.1 BEFORE THE MEETING

- Representation and Attendance
 - Co-opting countries
 - NGOs and observers
- Documentation for meetings, intranet, web site
- Location of meetings
- Travel arrangements and support for Article 5 countries.

4.2 DURING THE MEETING

- Daily schedules
- Interpretation/ translation
- Conference room papers
- Report preparation

4.3 AFTER THE MEETING

- Finalization of the report
- Dissemination of the report / Post meeting summary/ news release
- Actions following the meeting (by Secretariat, Agencies, Treasurer etc.)

5. REFERENCE INFORMATION

5.1 ORGANIZATIONS/ PEOPLE

- Name /address/ web site/ principal contacts
- Executive Committee Members
- Secretariat
 - Services provided by Secretariat
 - Address/fax/email/telephone/
 - Directions
 - Staff who's who
- Implementing agencies
- Bilateral agencies
- Treasurer

5.2 PUBLICATIONS/ INFORMATION RESOURCES/DATABASES

- MLF Publications (can be inserted in back folder)
 - Leaflet
 - Booklet
- Annotated list of sources of further information
 - Multilateral Fund intranet
 - Policies/Procedures/Guidelines/Criteria
 - Inventory of Approved Projects
 - Country Programme Summary Sheets
 - Ozone Secretariat web site
 - Handbook for the International Treaties for the Protection of the Ozone Layer

5.3 GLOSSARY

Key Multilateral Fund terms and acronyms such as country programme, investment projects, FERM, promissory notes, incremental costs and so on.

RECOMMENDATIONS

The Executive Committee may wish to:

1. Note the draft outline of an Executive Committee primer as contained in UNEP/OzL.Pro/ExCom/46/46; and
2. Request the Secretariat to proceed with the development of a draft primer for submission at the 47th Meeting.

