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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Fifty-third Meeting  
Montreal, 26-30 November 2007

**SECRETARIAT ACTIVITIES**

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.

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.

## **Notification of the Decisions of the 52nd Meeting of the Executive Committee**

1. The report of the 52<sup>nd</sup> Meeting (UNEP/OzL.Pro/ExCom/52/55), containing the decisions of the Executive Committee, was conveyed to all Executive Committee members, other participants of the 52<sup>nd</sup> Meeting and to Parties to the Montreal Protocol. Additionally, decisions related to project approvals, implementation delays and annual tranche submission delays were communicated to 49 Article 5 countries, and to the relevant bilateral and implementing agencies. A post meeting document summarizing decisions taken at the 52<sup>nd</sup> Meeting was sent by email to all meeting participants, and Parties to the Montreal Protocol, and was also placed on the Multilateral Fund's intranet and web site. A news release was issued shortly after the meeting and published on the website.

### **Decisions of the 52<sup>nd</sup> Meeting of the Executive Committee requesting certain actions by the Chair**

2. In response to decision 52/17(a)(ii) the Chair of the Executive Committee wrote to the Government of Brunei Darussalam urging it to ratify the London Amendment, to accelerate the signature of project documents with the relevant implementing agencies, and to accelerate the implementation of the RMP. The Chair also wrote to the Government of Myanmar urging it to accelerate the signature of the project documents with the relevant implementing agencies, and to accelerate the implementation of the RMP (decision 52/17(c)(ii)).

### **Decisions requesting certain actions by the Secretariat and/or implementing agencies**

3. The Secretariat instructed the Treasurer to transfer resources covering all funding requests approved at the 52<sup>nd</sup> Meeting to the implementing agencies, and/or to credit them as bilateral contributions of the relevant non-Article 5 Parties.

4. In response to decision 52/17(l) the Secretariat wrote to the Government of the Libyan Arab Jamahiriya informing it of the possible cancellation of the halon banking project if no progress was reported to the 53rd Meeting on establishing a plan for the sustainability of the halon banking facility, including the selection of a host for the facility and a business plan from that host for the facility's sustainability.

5. The Secretariat revised the progress report on a study on the treatment of unwanted ozone depleting substances (ODS) contained in document UNEP/OzL.Pro/ExCom/52/51 taking into consideration discussions at the 52<sup>nd</sup> Meeting. Following clearance by the Chair of the Executive Committee, the progress report was forwarded to the Nineteenth Meeting of the Parties (decision 52/43).

6. In response to decision 52/46, the Secretariat updated the draft report of the Executive Committee to the Nineteenth Meeting of the Parties (UNEP/OzL.Pro/ExCom/52/54) in light of the decisions taken at the 52nd Meeting. Following clearance by the Chair and Vice-Chair, the report was forwarded to the Nineteenth Meeting of the Parties.

7. In response to decision 52/47, the Secretariat circulated intersessionally the draft agreement for the accelerated phase-out plan for CFC production in Argentina, and other necessary documents to the members of the informal contact group (Canada, China, Guinea, Italy, Mexico, Sweden, Uruguay and the United States of America) for clearance. Following

clearance by the informal contact group, the Secretariat circulated the draft agreement intersessionally to the members of the Executive Committee for their approval of the draft agreement. Since the agreement was not approved the project is being submitted to the 53<sup>rd</sup> Meeting.

### **Review of tasks in preparation for the 53<sup>rd</sup> Meeting**

8. The Secretariat has undertaken the following tasks in preparation for the 53<sup>rd</sup> Meeting.

#### Status of resources and planning

##### *Balances and availability of resources*

9. The Secretariat prepared information on balances and the availability of resources that included a review of the obligated total balances from completed projects held by agencies, and any agency support costs associated with the funds remaining from those completed projects, as well as a calculation of the total amount of resources available to the Executive Committee for approvals at the 53<sup>rd</sup> Meeting. Resources comprise of cash and promissory notes recorded in the Status of Contributions, plus the amount of funds returned from completed projects in the form of balances. On the date that document UNEP/OzL.Pro/ExCom/53/4 was issued, US \$102,370,313 was available for approvals at the 53<sup>rd</sup> Meeting.

##### *Implementation of the 2007 business plans*

10. The Secretariat reviewed the status of the implementation of the 2007 business plans in light of the submissions to the 53<sup>rd</sup> Meeting and previous approvals at the 51<sup>st</sup> and 52<sup>nd</sup> Meetings and the extent to which these approvals and proposals differ in value from those in the business plan. Document UNEP/OzL.Pro/ExCom/53/5/Rev.1 highlights the activities that were required for compliance but had not been submitted to the 53<sup>rd</sup> Meeting. The document provides an assessment of the forward commitments approved to-date and the additional commitments submitted to the 53<sup>rd</sup> Meeting for approval. It also contains a proposal that, in the future, the document on annual tranche submission delays be included in the document on business plans.

##### *Status/prospects of Article 5 countries in achieving compliance with the control measures of the Montreal Protocol*

11. The Secretariat prepared a document on the status of compliance of Article 5 countries (UNEP/OzL.Pro/ExCom/53/6) which was presented at the 39<sup>th</sup> Meeting of the Implementation Committee. A revised document (UNEP/OzL.Pro/ExCom/53/6/Rev.1) was prepared for the 53<sup>rd</sup> Meeting of the Executive Committee and includes additional information on 31 countries. It also contains proposals for incorporating the information from the document on implementation delays into future reports, including additional risk assessments.

##### *Model rolling three-year phase-out plan: 2008-2010*

12. In accordance with decision 50/5(d) the Secretariat prepared an updated model three-year rolling phase-out plan for the 2008-2010 triennium to provide guidance for the preparation of the

2008-2010 business plan of the Multilateral Fund (UNEP/OzL.Pro/ExCom/53/7). Based on the results of the model, some 3,810 ODP tonnes of CFCs, halons, methyl bromide (MB), CTC and TCA still have to be approved for funding to enable all Article 5 countries to achieve compliance with the Montreal Protocol. Over 80 per cent of this amount is linked to the phase-out of CFCs. It is also noted that about 57,890 ODP tonnes of ODS consumption and 54,455 ODP tonnes of ODS production have yet to be phased out during the remainder of 2007 and in the 2008-2010 triennium. The document includes an analysis of the level of funding that has been agreed in principle by the Executive Committee for multi-year agreements and other funding commitments. It also notes that the national phase-out plans for two non-LVC countries and TPMPs for 31 LVC countries are yet to be submitted for consideration and approval by the Executive Committee.

### **Monitoring and Evaluation**

13. The Senior Monitoring and Evaluation Officer prepared a consolidated project completion report (PCR), analyzing the PCRs submitted by bilateral and implementing agencies since the 50<sup>th</sup> Meeting (document UNEP/OzL.Pro/ExCom/53/9 and Add.1). He also prepared the extended desk study on low volume methyl bromide projects (document UNEP/OzL.Pro/ExCom/53/8), a draft monitoring and evaluation work programme for 2008 (document UNEP/OzL.Pro/ExCom/53/10) and a review of the new format for reporting on multi-year agreements, including terminal phase-out management plans (document UNEP/OzL.Pro/ExCom/53/10) as a follow-up to decision 51/13.

*Reporting on multi-year agreements, including terminal phase-out management plans (follow-up to decision 51/13)*

14. In response to decision 51/13 the prototype version of the system for the multi-year agreements (MYA) overview tables was developed and data from the Secretariat's databases were uploaded into the system. Implementing agencies were able to access the system via the web and add their data for submissions to the 53<sup>rd</sup> Meeting, which allowed the Secretariat in some cases to automatically produce project evaluation sheets for a number of project proposals. A review of the new format is presented in document UNEP/OzL.Pro/ExCom/53/11 and the system will soon be available on the Multilateral Fund intranet.

### **2008 core unit costs for UNDP, UNIDO and the World Bank**

15. The Secretariat prepared document UNEP/OzL.Pro/ExCom/53/21 which presents a review of core unit budget data and other administrative costs of UNDP, UNIDO and the World Bank for 2006-2008 and a status report on the administrative costs required for the 2009-2011 triennium. The document also includes an update on the status of the contract for the administrative cost study. Bids for the study are currently being considered by the Contracts Office at the United Nations Office in Nairobi (UNON).

### **Review of approved projects with specific reporting requirements**

16. The Secretariat reviewed progress reports submitted by implementing agencies on behalf of the Governments of China, Colombia and Mexico (two projects) 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. The Secretariat's review and comments are presented in document UNEP/OzL.Pro/ExCom/53/14.

### **Project Review**

17. The Secretariat received for consideration at the 53rd Meeting multi-year agreements, projects and activities amounting to US \$107,492,096. This amount includes the total value of new multi-year agreements proposed for approval in principle. This total also covers 267 funding requests, which include specific annual tranches and other projects/activities amounting to US \$103,119,006 (including agency support costs where applicable). Following review by the Secretariat, the number of projects and programmes which are being forwarded to the Executive Committee for consideration is 134 or 50.2 per cent of the total number of the funding requests that had been received, with a value of US \$81,296,238 or 78.8 per cent of the total value of the requests.

18. The Secretariat prepared an overview of issues identified during project review (document UNEP/OzL.Pro/ExCom/53/15) including a section on submissions with proposed amendments to on-going projects.

### **Incremental costs for HCFC consumption and production phase-out activities**

19. In response to decision 52/4, the Secretariat carried out an initial analysis to identify and define the issues that would have a bearing on the incremental costs of phasing out HCFC consumption and production. Document UNEP/OzL.Pro/ExCom/53/60 presents the analysis, which includes a discussion of policy issues that should be examined and further actions that could be taken by the Executive Committee. A proposal is included for an expert group with specialization in foam, refrigeration and other related fields to consider ways to develop new cost-effectiveness thresholds for funding HCFC phase-out on the basis of the existing ones.

### **Slow rate of project completion and options to address the issue**

20. In response to decision 52/8(c), the Fund Secretariat prepared a paper on concerns relating to the slow rate of project completion, and presented options on how to address the issue (document UNEP/OzL.Pro/ExCom/53/62).

### **Possible funding arrangements for institutional strengthening support beyond 2010**

21. In response to decisions 47/49 and 49/32 the Secretariat prepared a discussion paper examining the possibilities for funding arrangements and levels for institutional strengthening support beyond 2010. It also presented the findings of an analysis on opportunities to fine-tune the institutional strengthening renewal process.

### **Operation of the Executive Committee**

22. In response to decision 50/41 and in light of decision XIX/11 of the Nineteenth Meeting of the Parties that granted the Executive Committee "the flexibility to hold two or three meetings annually, if it so decided", the Secretariat prepared document UNEP/OzL.Pro/ExCom/53/63 that provides an update on issues relating to the number of Executive Committee meetings per year.

The paper addresses the implications of decision XIX/6 on the workload of the Executive Committee, especially over the next two years and proposes options for the Committee's consideration.

### **Accounts of the Multilateral Fund**

23. The Secretariat reviewed the document on the final 2006 accounts prepared by the Treasurer and also the 2006 accounts of the Secretariat's budget (document UNEP/OzL.Pro/ExCom/53/64).

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

24. Of the documents submitted for consideration at the 53<sup>rd</sup> Meeting, the following were prepared by the Fund Secretariat:

- Provisional agenda and annotated agenda;
- Secretariat activities;
- Report on balances and availability of resources;
- 2007 business plans;
- Status/prospects of Article 5 countries in achieving compliance with the initial and intermediate control measures of the Montreal Protocol;
- Model rolling three-year phase-out plan: 2008-2010 (follow-up to decision 50/5 (d));
- Final evaluation report on cases of non-compliance (follow-up to decision 46/6);
- Extended desk study on low volume methyl bromide projects;
- 2007 consolidated project completion report;
- Draft monitoring and evaluation work programme for the year 2008;
- Review of the new format for reporting on multi-year agreements, including terminal phase-out management plans (follow-up to decision 51/13);
- Project implementation delays;
- Annual tranche submission delays;
- Report on implementation of approved projects with specific reporting requirements;
- Overview of issues identified during project review;
- Bilateral cooperation;
- Comments and recommendations on the 2007 work programmes amendments of UNDP, UNEP and UNIDO (3 documents);
- Comments on the Compliance Assistance Programme (CAP) budget and work programme for UNEP for the year 2008;
- 2008 core unit costs for UNDP, UNIDO and the World Bank;
- Project evaluation sheets, comments and recommendations on the projects and activities submitted to the 53<sup>rd</sup> Meeting, in respect of 79 Article 5 countries;
- Comments on the country programmes of Montenegro and Saudi Arabia;
- Options for assessing and defining eligible incremental costs for HCFC consumption and production phase-out activities (follow-up to decision 52/4);
- Paper on concerns relating to slow rate of project completion and options to address the issue;
- Report on the operation of the Executive Committee;
- Revised 2007, 2008 and proposed 2009 budgets of the Fund Secretariat.

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

25. The Deputy Chief Officer took part in a consultative meeting on UNEP's Medium Term Strategy 2010-2013 Plan by teleconference on 14 September. These discussions were part of a 'road map' for a consultative process endorsed by UNEP's Committee of Permanent Representatives (CPR) that includes consultation with MEAs, civil society and the private sector.

26. A request, dated 16 October 2007, was received by the Secretariat from the Officer-in-Charge of the Rotterdam Convention Secretariat acting in response to decision RC-3/7 of the Conference of the Parties to the Rotterdam Convention. The Fund Secretariat was requested to provide any information or experiences that would assist the Rotterdam Convention Secretariat to respond to the decision and prepare a study on the advantages and disadvantages of using the Euro, the Swiss franc or the United States dollar as the currency of the accounts and budget of the Rotterdam Convention.

27. The Chief Officer received an invitation from the Executive Secretary of UNFCCC to attend the Thirteenth United Nations Climate Change Conference to be held in Bali, Indonesia from 3 to 14 December 2007. In addition on 22 October, the Government of Indonesia sent an invitation to the Fund Secretariat, implementing agencies and the Ozone Secretariat asking them to contribute publications and information materials to an exhibition that will take place alongside the conference. The Government of Indonesia plans an event during the conference to promote the issue of ozone-climate linkage.

## **20<sup>th</sup> Anniversary of the Montreal Protocol and associated meetings**

28. Staff of the Fund Secretariat participated in the 20<sup>th</sup> Anniversary of Montreal Protocol and the 19<sup>th</sup> Meeting of the Parties and associated meetings that were held in Montreal in September 2007. The Chief Officer and three programme officers participated in the 39<sup>th</sup> Meeting of the Implementation Committee (ImpCom) that took place from 12-14 September, and presented information from document UNEP/OzL.Pro/ExCom/53/6 on the status and prospects of compliance of Article 5 countries in achieving compliance with the control measures of the Montreal Protocol. The Fund Secretariat was able to assist the ImpCom by providing updated information on countries subject to any compliance decisions and to present any clarifications on projects approved by the Executive Committee.

29. Secretariat staff attended the 20<sup>th</sup> Anniversary seminar on 16 September, where the Chief Officer acted as moderator for one of the panel sessions (Financial mechanisms: technology transfer, capacity building and lessons learned). From 17 to 21 September, the Chief Officer and professional staff attended the 19<sup>th</sup> Meeting of the Parties and participated in a number of contact groups as resource persons including, the contact group for the terms of reference for the study on Multilateral Fund replenishment, and the HCFC contact group.

30. The Fund Secretariat received a "Montreal Protocol Outstanding Service Award" in recognition of the dedicated service of the entire staff of the Secretariat. In addition the Deputy Chief Officer, Mr. Sheng Shuo Lang, and five retired Secretariat staff, Dr. Omar El Arini, Mr. Richard Abrokwa-Ampadu, Mr. Tony Hetherington, Mr. Valery Smirnov and Mr. Mani

Subramanian, also received individual “Montreal Protocol Outstanding Service Awards”. The Honorary Chief Officer, Dr. Omar El Arini, was also presented with a “Montreal Protocol Visionary Award” in recognition of his extraordinary contributions to the creation of the infrastructure of the Multilateral Fund. The Fund Secretariat received an award from the Government of Canada, presented by the Honourable John Baird, Minister of the Environment, recognizing the efforts and accomplishments of the Fund Secretariat. It was also presented with a gift from the Government of China in recognition of the assistance provided by the Fund Secretariat in phasing out ODS.

31. The four implementing agencies and the Fund Secretariat jointly organized an information kiosk at the Science and Technology exhibition that was held concurrently with the 19<sup>th</sup> Meeting of the Parties. The Fund Secretariat presented its video “A Culture of Success”, and distributed its corporate brochure and a monitoring and evaluation fact sheet (see paragraph 50).

32. The Fund Secretariat also provided logistics and administrative support to the Ozone Secretariat during its preparation for the 19<sup>th</sup> Meeting of the Parties and associated meetings.

### **Visit of the Executive Director of UNEP**

33. During his mission to Montreal to attend the 20<sup>th</sup> Anniversary seminar and the 19<sup>th</sup> Meeting of the Parties, the Executive Director of UNEP made a brief visit to the office of the Fund Secretariat on 17 September. He met with the Chief Officer and also gave an informal talk to the Secretariat staff.

### **CAP Advisory Group meeting and Regional Network Coordinators Meeting**

34. The Fund Secretariat hosted a meeting of the CAP Advisory Group meeting (22 September) and a meeting of the Regional Network Coordinators (23 September) in its offices in Montreal. The Chief Officer and a number of programme officers attended the CAP Advisory Group meeting. The Secretariat provided logistic support to the 2 days meeting.

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

#### Missions of the Chief Officer

##### *Geneva, Switzerland (- August 2007)*

35. The Chief Officer attended a meeting from 6-7 August 2007, to discuss the report of “Task Team on Administrative Support Services to the UNEP Administered MEAs” and major directional shifts affecting the UN system and the environment. The meeting was chaired by UNEP’s Executive Director Mr. Achim Steiner, and focussed on efforts to strengthen and improve administrative support to MEAs and programmatic linkages between UNEP and the Conventions.

##### *Washington D.C, USA, GEF Council 14-15 November 2007.*

36. The Chief Officer will be attending the GEF Council meeting from 14 – 16 November 2007, in line with the agreement on areas of cooperation between the Multilateral Fund and the GEF Secretariats.



### **Missions related to the monitoring and evaluation work programme for the year 2007**

37. The Senior Monitoring and Evaluation Officer (SMEO) travelled to four countries in respect of the evaluation of management and monitoring of national phase-out plans (NPPs) in non-low-volume-consuming (non-LVC) countries as follow:

*Cairo, Egypt (27 August – 1 September 2007) and Libyan Arab Jamahiriya (1 September 2007 to 6 September 2007)*

38. Together with two consultants and a Senior Programme Officer as resource person the SMEO travelled to Egypt (27 August – 1 September 2007) to prepare a country case study for the evaluation of management, monitoring and verification of the national phase-out plan (NPP). Discussions were held with representatives from the national ozone unit (NOU), project management unit (PMU) and several other stakeholders about the management of the NPP, the results achieved, and lessons learnt, the monitoring system in place and the quality and completeness of the verification report. The implementation of the methyl bromide (MB) phase-out project was also discussed.

39. The SMEO and a consultant then visited the Libyan Arab Jamahiriya (1 September 2007 to 6 September 2007) also to discuss with the NOU, and selected stakeholders, the management of the NPP. A UNIDO staff member participated as a resource person in this visit.

*Buenos Aires, Argentina and Sao Paulo, Brazil (2 -11 November 2007)*

40. From 2-10 November the SMEO carried out another mission with consultants to Brazil (3-8 November) and Argentina (8-10 November) again in order to prepare country case studies for the evaluation of management, monitoring and verification of NPPs.

#### Other missions

*Panama City, Panama (31 July – 5 August 2007)*

41. A Senior Programme Officer attended the first meeting of the Joint Meeting of the three Ozonation Networks of Latin America and the Caribbean that took place from 30 July - 4 August where he gave a presentation on recent Executive Committee decisions that have a direct impact on the implementation of national and/or sectoral phase-out plans at the country level. He also held discussions with UNDP and UNEP regarding the submission of phase-out plans and TPMPs to the 53<sup>rd</sup> Meeting. Relevant issues and bilateral discussions were held with representatives of a number of countries in Latin America and the Caribbean on the implementation of the RMPs and TPMPs, the preparation of a MDI phase-out project, methyl bromide projects and compliance issues.

*New York, USA (7-8 September 2007)*

42. The Deputy Chief Officer attended the NGO Workshop “Lessons that the climate change effort can learn from the Montreal Protocol on substances that deplete the ozone layer” sponsored by UNEP, where he made a presentation about the Multilateral Fund and responded to questions from the audience on the operation of the Financial Mechanism.

*Bali, Indonesia (12-14 November 2007)*

43. A Programme Officer will attend the Joint Meeting of SEAP and South Asia Networks of ODS Officers which takes place on 12-14 November in Bali.

**Secretariat staffing**

44. As a follow up to decision 51/39, the Secretariat has completed the selection process for the P5 post of Senior Administrative Officer against which Ms Bouthena Bendahmane has been selected with effect from 1 November 2007. This position in line with the P5 Treasury post requested by the Executive Committee under the agreement with UNEP for provision of Treasury services and as a follow-up to decision 51/39(c).

45. After a two year reassignment in Nairobi with the Ozone Secretariat as the Communication Officer, Ms. Martha Leyva returned to the post of Associate Executive Assistant in October 2007.

46. At the request of the Secretariat, UNEP's Executive Director approved two posts to assist in administrative matters funded from the programme support costs paid to UNEP. These are the Associate Human Resources Officer at P-2 level and a G6 General Service post with effect from 2007. The recruitment against these two posts is in progress.

**Staff Training**

47. The Secretariat has continued with its language training programme. On 19 November a team building course is to be held for Secretariat staff. The training will be facilitated by a senior team building consultant who has conducted workshops at several other UN organizations. The Associate Information Network Officer attended a training workshop in Geneva on information security and spam management, and the Finance Assistant attended training on the Integrated Management Information System (IMIS) implementation in Nairobi.

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

48. Logistic arrangements were made for the 53<sup>rd</sup> Meeting of the Executive Committee, to be held at the International Civil Aviation Organization (ICAO) from 26-30 November 2007. Letters of invitation and meeting documentation were provided to members of the Executive Committee, the President of the Bureau of the 19th 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.

**Information activities**

49. The report of the 52<sup>nd</sup> Meeting of the Executive Committee in Arabic, English, French and Spanish, a post-meeting summary and a news release were posted on the Multilateral Fund public web site ([www.multilateralfund.org](http://www.multilateralfund.org)). A 53<sup>rd</sup> Meeting site was created on the intranet containing documents and logistical information on the 53<sup>rd</sup> Meeting. Documents for general distribution were placed on the public web site.

50. The Secretariat undertook a number of information activities for the 20th Anniversary of the Montreal Protocol (see paragraph 31). The booklet, “Creating a real change for the environment”, was updated, translated into French and reprinted with assistance from the Government of Canada. An interactive video product, “A Culture of Success” was produced with support from Montreal International. The CD contains a short overview video plus an additional 90 minutes of footage providing an overview of the Multilateral Fund, its achievements and lessons learned, including some of the challenges and opportunities that lie ahead. Additionally a fact sheet “Monitoring, Evaluation and Institutional Learning: Lessons from the Multilateral Fund” was also published.

51. On 24 October a representative of the Secretariat attended the United Nations Day reception sponsored by the Representative of Australia on the Council of the International Civil Aviation Organization (ICAO). A number of international organizations in Montreal, including the Fund Secretariat, had information booths at the event.

52. The Fund Secretariat reviewed and updated the following databases, documents and operational guidelines for the 53<sup>rd</sup> Meeting:

- Inventory of Approved Projects as of July 2007,
- Country Programme Summary Sheets as of July 2007,
- Policies, Procedures, Guidelines and Criteria as of July 2007.

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