EXECUTIVE COMMITTEE OF
 THE MULTILATERAL FUND FOR THE
 IMPLEMENTATION OF THE MONTREAL PROTOCOL
Fifty-sixth Meeting
Doha, 8-12 November 2008

BACKGROUND NOTE ON THE PAPERLESS MEETING

BACKGROUND

In support of its initiative to promote the first Montreal Protocol international paperless meeting, the Government of Qatar (GoQ), in coordination with the Multilateral Fund Secretariat and the Ozone Secretariat agreed to put in place a number of facilities to enable meeting participants to work in a paperless environment. The first step towards this initiative is the GoQ's offer to provide each participant with a laptop at the meeting venue loaded with a Microsoft software package designed specifically to facilitate a paperless meeting. It is envisaged that participants will be introduced to the new system through various means and channels with a view to building their confidence in the paperless system and encouraging them to use the system in an efficient manner.

In preparation for a paperless Executive Committee Meeting, the Multilateral Fund Secretariat has provided input to the GoQ's system developers aimed at adjusting the paperless system application to the Executive Committee meeting's requirements, particularly with regard to processing on-line conference room papers (CRPs) from their inception by members through to dissemination by the Secretariat, and for the dissemination of the draft meeting report for adoption by the Committee. In addition, the Secretariat felt that the paperless system would be a useful tool to circulate the provisional list of participants on-line and to obtain feedback on participants' details, to post announcements on-line, and to access Executive Committee reports and background documents electronically.

FACILITIES

This paper was prepared by the Fund Secretariat to present the Participants with the facilities put in place and to enable them to understand and familiarize themselves with the system. These include:

- One hour training before the start of the meeting on 8 November 2008;
- On-line training from the meeting organizer scheduled to be launched on the Secretariat website before the meeting by the third week of October;
- Frequently asked questions (FAQ);
- On-site dedicated IT support and help desk.

One hour training

One hour hands-on training will take place on Saturday 8 November at 9 a.m. in Al Dafna hall of the Sheraton Doha Resort and Convention Hotel. In coordination with the Secretariat, the GoQ's event organizer will make a demonstration of the system and invite members to access it on their individual laptops. The training will focus on the following:

Conference Room Papers (CRPs)

The system offers the possibility for Executive Committee members, through their heads of delegation, to transmit the text of their CRPs on-line to the Secretariat for processing and on-line dissemination during the meeting following the regular work flow on CRP clearance (see annex 1: CRP clearance flow chart).

Draft report of the 56th Executive Committee Meeting

The 56th meeting draft report in English and other language versions will be transmitted on-line to all participants by the Secretariat both in English and other languages as a read only document.

The discussion and adoption of the report will be done at the plenary following similar procedures as in the past, whereby report writers and the Secretariat will take notes of members' suggestions with a view to incorporating them in the final report.

Contact groups

The system provides members with the facility of participating in group discussions by allowing them to access an interactive platform restricted to the group (e.g.: the EU Group, the African Group, Latin America and Caribbean Group, etc.). The system provides the opportunity for each Group to inform each other on the time and place its members wish to convene to discuss a subject of interest to the Group. It is expected that the training will introduce members to the necessary steps for creating groups, circulating drafts and finalizing the group's report on-line.

Announcements

Day-to-day information of interest to Executive Committee's members will be made available to the members on-line. The training will also help identify the announcement folder on the tool bar.

Background documents

The system offers the option for accessing pre-session documents on-line. The Secretariat has bookmarked the majority of its documents to provide participants with the facility to flip through pages and to access expeditiously the different sections of a document. In addition, more searchable background documents such as previous Executive Committees' reports have been uploaded to provide members with additional reference documents and assist them in their deliberations.

On-line training

The on-line training will introduce the participants to the paperless system as described above. It covers the same features as the one hour training session scheduled at the Meeting venue and aims at providing members with the option of familiarizing themselves with the system before the meeting.

Frequently Asked Questions (FAQ)

To further support this initiative, a set of questions commonly asked when introducing a new system has been put together with brief answers and will be made available by the GoQ through its designated website (http://www.qatarozone.com).
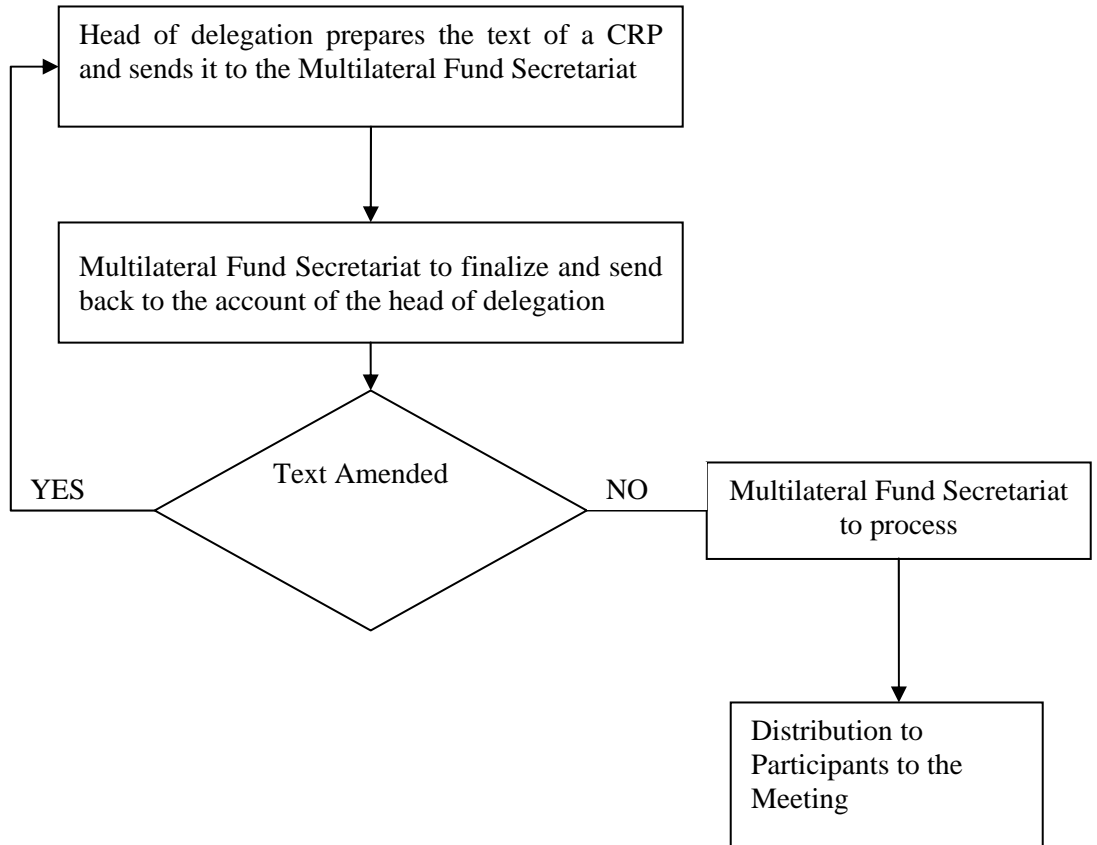Examples of FAQs prepared by the Secretariat are provided in Annex II.

On-site dedicated IT support

The GoQ has allocated up to twenty IT staff to be available on-site throughout the meeting for prompt assistance inside and outside the meeting rooms. A dedicated on-line helpdesk will be made available to assist at all times.

ANNEX 1

Conference Room Papers (CRP) Flowchart
Executive Committee Meeting

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┌────────────────────────────────────────┐
│ Head of delegation prepares the text of │
│ a CRP and sends it to the Multilateral  │
│ Fund Secretariat                        │
└────────────────────────────────────────┘
                    │
                    ▼
┌────────────────────────────────────────┐
│ Multilateral Fund Secretariat to        │
│ finalize and send back to the account   │
│ of the head of delegation               │
└────────────────────────────────────────┘
                    │
                    ▼
         ◇ Text Amended ◇
   YES ◀─        │        ─▶ NO  ┌──────────────────────────┐
                 │               │ Multilateral Fund         │
                 │               │ Secretariat to process    │
                 │               └──────────────────────────┘
                 │                          │
                 │                          ▼
                 │               ┌──────────────────────────┐
                 │               │ Distribution to           │
                 │               │ Participants to the       │
                 │               │ Meeting                   │
                 │               └──────────────────────────┘
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Notes:

1. Contact person in the Multilateral Fund Secretariat for CRPs is Ms. Martha Leyva.
2. Multilateral Fund Secretariat CRPs are not required for translation in view of limited time for discussing contents and making decisions.
3. Subgroup reports have the same treatment as CRPs.

ANNEX II

Frequently Asked Questions *

1. Where do I get the laptop?

2. How do I get my username and password?

3. If I want to use my own laptop, can I have access to the paperless system? If so how?

4. Does the laptop provided by the GoQ allow for internet access?

5. Can I load my documents onto the laptop?

6. If I am attending the MOP, can I continue using the same laptop for the MOP?

7. What if I loose my password?

8. Can I take the laptop outside the meeting venue?

9. What should I do if I want to access the system from the hotel?

10. How do I initiate a CRP?

11. How do I create an interactive platform?

* Answers to the questions will be made available by the GoQ in its website (http://www.qatarozone.com)