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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Sixty-first Meeting  
Montreal, 5-9 July 2010

**SECRETARIAT ACTIVITIES**

## **Introduction**

1. This document presents activities of the Secretariat since the 60<sup>th</sup> Meeting of the Executive Committee.

## **Notification of the Decisions of the 60<sup>th</sup> Meeting of the Executive Committee**

2. The Report of the 60<sup>th</sup> Meeting of the Executive Committee (UNEP/OzL.Pro/ExCom/60/54), containing the decisions of the Executive Committee, was conveyed to all Executive Committee members, other participants of the 60<sup>th</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 87 Article 5 countries, and to the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken at the 60<sup>th</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.

## **Decisions requesting certain actions by the Chair of the Executive Committee, the Secretariat and/or implementing agencies**

3. Pursuant to decision 60/2 concerning the outstanding contributions to the Multilateral Fund by the Russian Federation, the Chief Officer sent an invitation to representatives of the Ministry of Natural Resources and the Environment and the Ministry of Finance of the Russian Federation, the Chair and Vice-Chair of the Executive Committee, the Treasurer and the Ozone Secretariat requesting their participation in an informal meeting to be held the day before the commencement of the 30<sup>th</sup> Meeting of the Open-ended Working Group (OEWG). No reply to the letter of invitation sent to the Russian Federation on 10 May 2010 was received as at the date of issuance of this document.

4. Pursuant to decision 60/48 and in response to decision XXI/2 of the 21<sup>st</sup> Meeting of the Parties (MOP), the report of the Executive Committee on the special funding facility was conveyed to the Ozone Secretariat for onward transmission to the 30<sup>th</sup> Meeting of the of the OEWG.

## **Review of tasks in preparation for the 61st Meeting**

5. The Secretariat has undertaken the following tasks in preparation for the 61st Meeting.

### Status of resources and planning

#### *Balances and availability of resources*

6. For the preparation of document UNEP/OzL.Pro/ExCom/61/4 the Secretariat reviewed the obligated total 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 61<sup>st</sup> Meeting.

#### *Annual tranche submission delays*

7. The Secretariat prepared a report on annual tranche submission delays as document UNEP/OzL.Pro/ExCom/61/5. The document includes the explanations for delays received from the agencies regarding the 14 of the 32 annual tranches due for submission that were not submitted.

*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/61/6 includes an update of the status of compliance of Article 5 countries that are subject to 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.

Revised 2010 to 2014 business plans

9. Two bilateral agencies and the four implementing agencies submitted revised business plans based on decision 60/5. The Secretariat prepared a consolidated version of the implementing and bilateral agencies' revised 2010-2014 business plans, reviewing the extent to which the business plans took into account decisions 60/5 and the guidelines for phase-out of HCFC consumption (decision 60/44).

Progress reports as at 31 December 2009

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 2009. Document UNEP/OzL.Pro/ExCom/61/13 provides a summary of implementation progress at the country level, a summary on the implementation of activities to the end of 2009, plus the comments and recommendations of the Secretariat.

Evaluation of the implementation of the 2009 business plans

11. The Secretariat prepared an evaluation of the 2009 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 2009 business plans by the Committee through decisions 57/8 to 57/11, and the implementing agencies' progress and financial reports submitted to the 61<sup>st</sup> Meeting of the Executive Committee. Document UNEP/OzL.Pro/ExCom/61/19 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/61/20 and Add.1 contain the review and comments by the Secretariat of progress reports on the implementation of projects where specific reporting requirements are included in the corresponding multi-year agreements. 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/61/21 which included an outline of and statistics on the submissions received from implementing and bilateral agencies. The Secretariat received 106 funding requests from bilateral and implementing agencies including new multi-year agreements, tranches of approved multi-year agreements, as well as projects and activities amounting to US \$51,347,043, including agency support costs where applicable. Following review by the Secretariat, 51 projects and activities amounting to US \$4,055,899 including support costs are recommended for

blanket approval, 27 projects and activities amounting to US \$23,950,812 including support costs were forwarded for individual consideration by the Executive Committee, and 26 projects and activities amounting to US \$13,539,449 including support costs were withdrawn by the relevant agencies. The Secretariat recommended that one project in UNEP's work programme amounting to US \$73,450 including support costs should not be approved. Furthermore the Secretariat did not submit documentation to the meeting for one investment projects for the Syrian Arab Republic submitted by UNIDO at a cost of US \$1,913,921, since the proposal did not contain the information or components necessary for it to be considered as potentially approvable (decision 50/14(a)).

#### Institutional strengthening: options for funding and formats for renewal requests

14. Document UNEP/OzL.Pro/ExCom/61/49 reviews the current funding arrangements for institutional strengthening (IS) and capacity building and analyses the demand for continued IS support vis-à-vis existing control measures of the Montreal Protocol taking into account new obligations of countries in respect of decision XIX/6 of the 19<sup>th</sup> Meeting of the Parties.

#### HCFCs

##### *Relevant aspects of component upgrade in HCFC conversion projects (decisions 59/13(b) and 60/43)*

15. The Secretariat requested implementing agencies to send their comments and relevant experiences to enable the Secretariat to supplement the document on relevant aspects of component upgrade in HCFC conversion projects presented to the 60<sup>th</sup> Meeting (document UNEP/OzL.Pro/ExCom/60/45) with examples of the possible consequences of each option, drawing on the experiences of the implementing agencies. The update is submitted as document UNEP/OzL.Pro/ExCom/61/50 and includes information from the World Bank.

##### *Cost for conversion of component manufacturing vs. incremental operating cost (decisions 59/14 and 60/45)*

16. At its 59<sup>th</sup> and 60<sup>th</sup> Meetings the Executive Committee deferred consideration of issues regarding refrigeration and air-conditioning systems using HCFCs that arose during the review of a project proposal for Jordan initially submitted to the 59<sup>th</sup> Meeting (decisions 59/14 and 60/45). The Secretariat updated the document prepared for the 60<sup>th</sup> Meeting as document UNEP/OzL.Pro/ExCom/61/51 in order to include additional information obtained since that meeting.

##### *Revised template for draft agreements for HCFC phase-out management plans (decisions 59/16(b) and 60/46)*

17. Pursuant to decision 60/46 the Secretariat wrote to Members of the Executive Committee requesting any comments they might have on the revised template for draft agreements for HPMPs as presented to the 60<sup>th</sup> Meeting in document UNEP/OzL.Pro/ExCom/60/48. The revised template, reflecting the comments received from the Governments of Canada and Colombia, and the World Bank, was submitted for consideration to the 61<sup>st</sup> Meeting as document UNEP/OzL.Pro/ExCom/61/52.

##### *Consumption arising from HCFC-141b contained in pre-blended foam chemicals (polyols) (decisions 59/12 and 60/50)*

18. The Secretariat prepared a brief document outlining the implications for Article 5 Parties and the Multilateral Fund associated with the import and export of HCFC-based pre-blended polyols, taking into account all relevant decisions by Meetings of the Parties and the Executive Committee as document UNEP/OzL.Pro/ExCom/61/53. The document outlines the policy issues and their related technical and economic implications requiring consideration by the Committee, and takes into account the inputs of the

Ozone Secretariat on information related to the production, export, import, and/or use of pre-blended polyols.

Operation of the Executive Committee (decision 57/39)

19. Pursuant to decision 57/39 the Secretariat prepared a report on the experience of conducting the 60<sup>th</sup> Meeting over four days, and an assessment of the workload at Executive Committee Meetings as compared to MOP and OEWG meetings based on consultations with the Ozone Secretariat. Document UNEP/OzL.Pro/ExCom/61/55 also includes an analysis of the future workload of the Executive Committee.

Provisional 2009 accounts

20. The Secretariat reviewed the document on the provisional 2009 accounts prepared by the Treasurer together with the 2009 accounts of the Secretariat (document UNEP/OzL.Pro/ExCom/61/56). The final 2009 accounts will be submitted to the 62<sup>nd</sup> Meeting of the Executive Committee.

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

21. Of the documents submitted for consideration at the 61<sup>st</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;
- 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;
- Revised consolidated business plan of the Multilateral Fund for the years 2010-2014;
- Comments on agencies' revised business plans for the years 2010-2014 (5 documents);
- Consolidated progress report as at 31 December 2009;
- 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 2009 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 2009 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 61<sup>st</sup> Meeting (17 documents);
- Institutional strengthening: options for funding and formats for renewal requests;
- Relevant aspects of component upgrade in HCFC conversion projects (decisions 59/13(b) and 60/43);
- Cost for conversion of component manufacturing vs. incremental operating cost (decisions 59/14 and 60/45);
- Revised template for draft agreements for HCFC phase-out management plans (decisions 59/16(b) and 60/46);
- Consumption arising from HCFC-141b contained in pre-blended foam chemicals (polyols) (decisions 59/12 and 60/50);
- Operation of the Executive Committee (decision 57/39);

- Provisional 2009 accounts (prepared in collaboration with the Treasurer);
- Draft Report of the Executive Committee to the Twenty-second Meeting of the Parties to the Montreal Protocol.

## **Meetings attended and missions undertaken**

### Missions of the Chief Officer

*Istanbul, Turkey (26 to 30 April 2010)*

22. The Chief Officer and a senior programme officer attended the Joint Meeting of the Regional Ozone Networks for Europe and Central Asia and South Asia. The Chief Officer delivered a key introductory statement on the urgency to proceed with HPMP preparation and the senior programme officer gave presentations on recent Executive Committee decisions including those on the HCFC guidelines, and on synergies between TPMPs and HPMPs. The Secretariat staff also took the opportunity to hold bilateral discussions with Article 5 countries, and discuss issues related to funding of CFC destruction through carbon funding with experts present at the meeting.

*Male, Maldives, 10 June 2010*

23. In response to an invitation from the Government of Maldives, the Chief Officer together with the Chair of the Executive Committee attended the “High level round table dialogue on the HCFC management plan and its contribution to carbon neutrality” organized by the Ministry of Housing, Transport and Environment in collaboration with UNDP and UNEP to launch the country’s newly approved HPMP. The President of the Maldives and other high level officials were present and both the Chair of the Executive Committee and the Chief Officer gave a keynote address to participants.

*Geneva, Switzerland, 14 June 2010*

24. The Chief Officer and the senior programme officers are to take part in the Seminar on Environmentally Sound Management of Banks of ODS which will take place immediately before the 30<sup>th</sup> Meeting of the OEWG. Presentations are to be made on the work of the Multilateral Fund related to ODS destruction, and on the establishment of the special funding facility that could support the destruction of banks of ozone-depleting substances environmental benefits not directly related to compliance with the Montreal Protocol.

### Missions of other staff

*Manila, Philippines, 26-30 April 2010*

25. A senior programme officer attended the Meeting of the Southeast Asia and Pacific Network of Ozone Officers and gave presentation on recent decisions of the Executive Committee including detailed explanation of the HCFC guidelines. She also held bilateral discussions with several Article 5 countries and visited a foam manufacturing enterprise to discuss issues related to the phase-out of HCFCs.

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

26. The Secretariat provided a comprehensive presentation on recent Executive Committee decisions to UNEP DTIE for the follow-up meeting of the networks of Central America, South America, and the Spanish-Speaking Caribbean held in Costa Rica from 1 to 3 June 2010.

### **Multilateral Fund Climate Impact Indicator (MCII)**

27. The Secretariat made progress with the developmental work, including programming, to enable the forthcoming publication of the MCII data and methodology on the intranet for perusal by Executive Committee Members and representatives of implementing agencies.

### **Recruitment and selection progress report**

28. The selection process for the post of Senior Monitoring and Evaluation Officer has been completed and a candidate selected. Following the selection of the Deputy Chief Officer, action has been taken to fill the position of Senior Programme Officer through UNEP's 2010 rotation programme.

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

29. Logistic arrangements were made for the 61<sup>st</sup> Meeting of the Executive Committee, to be held at the International Civil Aviation Organization, Montreal, Canada from 5 to 9 July 2010. 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-first 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**

30. The Report of the 60<sup>th</sup> Meeting of the Executive Committee in Arabic, English, French and Spanish, and a post-meeting summary were posted on the public web site ([www.multilateralfund.org](http://www.multilateralfund.org)).

31. A site containing documents in Arabic, Chinese, English, French and Spanish, and logistical information on the 61<sup>st</sup> Meeting was created on the Multilateral Fund intranet. All documents for general distribution were additionally placed on the public web site.

32. The Fund Secretariat reviewed and updated the following databases, documents and operational guidelines for the 61<sup>st</sup> Meeting:

- Inventory of Approved Projects as of April 2010;
- Country Programme Summary Sheets as of April 2010,
- Policies, Procedures, Guidelines and Criteria as of April 2010;
- Phase-out plans and projects as of April 2010.

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