
Executive Committee Primer – 2011

An introduction to the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol

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INTRODUCTION

This primer is intended to provide new members of the Executive Committee with a guide to the workings of the Multilateral Fund and its Executive Committee. It will be updated after the final meeting of each calendar year in preparation for new members who will join the following year.

The Primer guides the new Executive Committee member through the meeting process. The reader is taken from pre-session preparations to an agenda item by agenda item explanation of the in-session activities and finally to post-meeting follow-up. A brief background on each agenda item is provided and the issues and type of actions that the Committee may wish to take are discussed. The names of documents related to agenda items are highlighted in **bold** text. *Italic* text directs the reader to the appropriate appendix for an additional explanation.

Appendix 1 provides basic background information on the Multilateral Fund, its aims, and key concepts that underpin the Fund's activities. It outlines the key structures of the Multilateral Fund with brief descriptions of their different roles and includes an organigramme showing the linkages between the different structures.

Appendix 2 provides information on how the Multilateral Fund operates from financial planning, country programmes, project review and approval, and project monitoring to evaluation of completed projects.

Appendix 3 provides a table summarizing the standard agenda items for each meeting. It also presents tables for the first, second and third meetings which list agenda items that relate to the respective meetings based on the annual business cycle of the Committee. Terms of reference of the Executive Committee and the Rules of Procedure for meetings of the Executive Committee are also included.

Appendix 4 reviews the rules of procedure for meetings of the Executive Committee and provides details of the logistics and practical arrangements for Executive Committee meeting participants.

Appendix 5 provides details of key information resources.

A **Directory of the Multilateral Fund**, which includes contact details of Committee members, the Fund Secretariat, implementing agencies, bilateral agencies, and the Treasurer, is also available on the intranet or from the Fund Secretariat. Comprehensive information on the policy and procedures of the Executive Committee is found in **Policies, Procedure, Criteria and Guidelines of the Multilateral Fund (PPCG)**, which is updated after each Executive Committee meeting. Two supplements containing relevant decisions and agreements on multiyear phase-out plans and projects are also available: **Phase-out**

plans and projects (all ODS except HCFCs) and **HCFC Phase-out management plans**. The Primer is first and foremost a guide for Executive Committee members. Information tailored to the needs of national ozone officers can be found in the **Guide to National Ozone Officers**, prepared by the Compliance Assistance Programme (CAP) of UNEP DTIE OzonAction Branch.

EXECUTIVE COMMITTEE MEETINGS

1. Functions of the Executive Committee

The functions of the Executive Committee include approving the Multilateral Fund's policies and guidelines (which are on the Multilateral Fund's website www.multilateralfund.org), such as criteria for project eligibility and monitoring implementation; drawing up the three-year plan and annual budget for the Fund; approving country programmes and specific projects and activities; reporting on the Multilateral Fund's performance to the Meeting of the Parties each year; and overseeing the Fund's administration. These functions are discharged primarily through three Executive Committee meetings held each year in March/April, June/July and November/December.

For further information on the functions of the Executive Committee, see Appendix 1.3.1. The Parties to the Montreal Protocol and the Executive Committee and Appendix 3. Terms of reference of the Executive Committee.

The Executive Committee's programme of work is indicated by the meeting agenda. A number of standard agenda items are addressed at each meeting. In addition the agendas of the three meetings include a number of other items which concern the different actions that have to take place at different points in the annual cycle. For example, business plans for agencies must be approved at the first meeting of the calendar year so that the agencies can submit funding requests for the projects and activities in their business plans over the three meetings in that year. At the end of the year the Committee examines the status of implementation of the current year's business plans, as well as an up-to-date report on Article 5 countries' prospects for compliance with the next control measures, and the model rolling three-year business plan for the following three years, in order to be able to make decisions on dealing with urgent and outstanding compliance issues. Any such decisions are incorporated into the business planning exercise for the following year.

For tables presenting a complete list of agenda items for each meeting, see Appendix 3. Executive Committee Meetings.

2. Activities leading up to an Executive Committee Meeting

The Fund Secretariat coordinates pre-session preparations for meetings of the Executive Committee and ensures that members are fully informed and thus able to prepare themselves accordingly:

- the provisional agenda is prepared by the Secretariat in agreement with the Chair and the Vice-Chair;

- invitations, the agenda and logistics information are conveyed to Executive Committee members and observers well in advance of the meeting;
- pre-session meeting documents are posted on the Executive Committee intranet as soon as they are issued by the Secretariat (user names and passwords are provided by the Secretariat);
- pre-session documents classified in the GENERAL category are available on the public website four weeks before the meeting.

For more information on pre-session arrangements see Appendix 4.1. Logistics and arrangements. Before the meeting.

3. Activities during an Executive Committee Meeting: the in-session

The Chair is responsible for guiding the meeting and is assisted by the Chief Officer of the Fund Secretariat, who acts as Secretary to the meeting (Rule 16)¹.

Members have equal voting rights but so far decisions taken at meetings have always been based on consensus. In the case that consensus cannot be reached, decisions would have to be taken by a two-thirds majority of the Parties present and voting, representing a majority of the Parties operating under paragraph 1 of Article 5 and a majority of the Parties not so operating present and voting (Rule 17).

For further information on the rules and procedures for meetings of the Executive Committee, see Appendix 3.

Opening of the meeting

The meeting is opened by the Chair of the Executive Committee who places the meeting in context of the Multilateral Fund's overall work plan and draws members' attention to important issues to be covered.

Organizational matters

(a) Adoption of the agenda

The **Provisional agenda** sets out the plan of work for the meeting. The accompanying **Provisional annotated agenda**, which serves as a guide to the meeting, contains a brief background to the issues under each item and the action expected from the Committee. The Committee reviews the agenda and raises any issues that ought to be included in it.

¹ See "Rules of Procedure for meetings of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol" in Appendix 3.

Action expected from the Executive Committee:

The Executive Committee reviews the draft agenda and may request any clarifications or make suggestions for additional items to be added, before adopting the agenda.

(b) Organization of work

The Chair proposes the order in which the plenary will take each item and makes arrangement for any contact groups that the Committee may need to set up during the week to address any specific issues. Since the Executive Committee adopts the report of the meeting before adjourning the meeting, the Chair requests members to complete the agenda by the end of Thursday. This allows the Secretariat to prepare the draft report on Friday morning and deliver it to Executive Committee members in advance of the final session of the meeting on Friday afternoon for adoption. The Chair also proposes working hours for the meeting sessions.

Secretariat activities

At each meeting, the Chief Officer of the Fund Secretariat reports on activities that the Secretariat has carried out since the preceding meeting. The report usually covers follow-up actions to Executive Committee decisions; the review of submissions to the current meeting; details of meetings attended and missions undertaken by Secretariat staff; forthcoming interactions with Multilateral Environmental Agreements (MEAs); staffing issues; and an update on information activities.

Action expected from the Executive Committee:

The Executive Committee may wish to review and take note of the report.

Status of contributions and disbursements

At every meeting the Treasurer provides an update of the **Status of contributions and disbursements** of the Fund. The update includes the Fund's balance, income and contributions, and aggregate information on the status for the triennium, including data on gains and losses of the fixed-exchange rate mechanism (FERM).

The explanation of the methodology and assumptions being used by the Treasurer can be found in document UNEP/OzL.Pro/Excom/39/3/Rev.1 (available on the Multilateral Fund intranet).

Action expected from the Executive Committee:

The Executive Committee reviews the report from the Treasurer and addresses issues relating to the timely payment of contributions by contributing Parties. The Executive Committee usually takes note of the report and decides on any actions as necessary.

Status of resources and planning

(a) Report on balances and availability of resources

Each Executive Committee meeting starts with an organizational agenda item named “Status of resources and planning” which examines, *inter alia*, the availability of resources for the meeting (decision 41/92). The **Report on balances and availability of resources**, presented under this item, provides a review of the total balances from completed projects held by agencies, any agency support costs associated with the funds remaining from those completed projects, and a calculation of the total amount of resources available to the Executive Committee for new approvals during the meeting. The total committable balance is the sum of the returned balances from completed projects and the Fund balance from the Treasurer’s report on the status of contributions and disbursements.

Action expected from the Executive Committee:

The Executive Committee reviews the total financial resources available for approvals at the meeting in progress and any issues relating to returning project balances and the solutions proposed.

(b) Status of implementation of delayed projects and prospects of Article 5 countries achieving compliance with the next control measures of the Montreal Protocol

The Executive Committee reviews prospects of compliance of Article 5 countries at each meeting set out in the **Status of implementation of delayed projects and prospects of Article 5 countries achieving compliance with the next control measures of the Montreal Protocol** document presented to each meeting. The analysis of the status of compliance of Article 5 countries is based on the Article 7 data reported to the Ozone Secretariat and on country programme data reported to the Fund Secretariat. Since the 54th Meeting the document includes information on projects with implementation delays. An analysis of the latest HCFC consumption data is included plus information on the status of development of HCFC phase-out management plans (HPMP) in Article 5 countries, HPMPs approved to date, and individual projects approved for HCFC phase-out activities. Where available the estimated HCFC baseline data for countries is included; actual HCFC baseline data will be available later in 2011 when data for both the baseline years (2009 and 2010) have been reported.

Projects experiencing delays are monitored closely at each meeting. The information presented to the Executive Committee enables the examination of projects with implementation delays, projects for which additional status reports had been requested, projects proposed for possible cancellation at the meeting, and the impact of cancelled and delayed projects on compliance.

Action expected from the Executive Committee:

The Committee reviews the status of compliance, the status of implementation of ongoing projects and data on the implementation of country programmes. After the review, the Committee may request implementing agencies to assist those countries identified in the report as having eligible consumption that are not already included in business plans.

The review of project implementation delays assists the Executive Committee to determine projects for cancellation, the requirement for further monitoring, or the removal of the project from the list of delays and also to be more informed on how to avoid future delays. The Committee will note the status reports and information on projects with implementation delays. In some cases it will adopt the milestones and deadlines for projects and for others it will note cancellation or project completion.

For an explanation of the compliance concept, see Appendix 1.2. Key concepts of the Multilateral Fund.

For specific information on project monitoring and cancellation procedures, see Appendix 2.4.2. Monitoring projects - implementation delays and cancellation.

(c) Financial planning for the triennium

A financial planning exercise is carried out once every three years when the Parties to the Montreal Protocol decide on the Multilateral Fund replenishment. The **Financial planning for the triennium** document provides the Executive Committee with suggested annual budgets and resource availability in light of the budget adopted by the Parties.

Action expected from the Executive Committee:

The issues that the meeting considers are the commitments that have already been made for items such as multi-year agreements or earmarked for standard costs incurred by the Fund including institutional strengthening, the budget of the Fund Secretariat and Executive Committee meetings, implementing agencies' core unit administrative costs, and UNEP's compliance assistance programme (CAP). The financial plan adopted has to match these expenditures with the contributions that are paid annually. On the basis on this analysis, the Committee adopts a resource allocation for each year of the triennium.

For further information on replenishments, see Appendix 2.1.1. Replenishment of the Multilateral Fund.

(d) Current year's business plans

The implementation of business plans including information on annual tranche submission delays is placed under this agenda item at the second and third meetings of the year. Please see the section below on business planning for more details.

Business planning

Business planning is the tool that the Executive Committee uses for allocating resources to assist Article 5 countries to comply with the control targets of the Montreal Protocol. A three-year plan is designed to provide a long term perspective on the compliance requirements of each and every Article 5 country in terms of reductions in ODS to be achieved and the proposed strategies and allocation of resources needed to meet those compliance requirements. The three-year plan, the **Model rolling three-year phase-out plan**, is updated on an annual basis to include the requirements of the upcoming year, thus making it a rolling three-year plan. It is presented to the Executive Committee at the final meeting of the calendar year under the agenda item "Status of resources and planning", and is used as a reference for developing and assessing the annual business plans of the agencies for the following year².

The issues that require the attention of the Executive Committee relating to the **Model rolling three-year phase-out plan** are whether:

- the compliance targets of all the controlled substances are taken into account for the three-year period being considered;
- all the countries that require assistance are covered;
- the proposed allocation of funds is appropriate and adequate.

The second tier of planning is the annual business planning of the implementing agencies. Since the contributions to the Multilateral Fund are paid annually by contributing Parties, the activities of the Multilateral Fund are organized mainly on the basis of an annual cycle. At the beginning of each year the cycle starts with the preparation of **Business plans** by the bilateral and implementing agencies. These plans propose target levels of ODS to be phased-out, the level of funds to be disbursed together with other performance indicators which provide the basis for the evaluation of the agencies' performance. The **Business plans** of the agencies reflect the activities outlined in the **Model rolling three-year phase-out plan** that need to be financed and

² Note decision 62/5. In light of the business planning approach agreed for the period 2010-2014, the Committee did not take its usual step of adopting the 2011-2013 model rolling three-year phase-out plan as a flexible guide for resource planning for the corresponding period. The actual baseline for HCFC compliance might only be known at the end of 2011 and thus it would appear to be preferable to update the model three year rolling phase-out plan once the HCFC baseline had been established.

implemented during the year so that Article 5 countries can comply with the ODS reduction schedules of the Montreal Protocol.

The Fund Secretariat consolidates the business plans of the individual agencies into the consolidated business plan of the Multilateral Fund taking as a reference the targets of the model rolling three-year phase-out plan and the need to provide immediate assistance to those countries that might be at risk of non-compliance with their Montreal Protocol obligations.

The three-year **Consolidated business plan of the Multilateral Fund** together with the **Business plans of the agencies** are presented to the Committee's first meeting of the calendar year for review and endorsement. The issues that the Executive Committee considers in reviewing these business plans include:

- the consistency of the agencies' annual business plans with the **Model rolling three-year phase-out plan**;
- the extent to which the needs of countries at risk of non-compliance are being addressed;
- the adequacy of the number of countries being covered;
- the clarity and appropriateness of the targets proposed.

The Secretariat monitors the implementation of business plans including information on annual tranche submission delays at the second and third meetings of the year, under the item *Status of resources and planning*, to inform the Committee of the extent to which the planned activities were achieved.

Action expected from the Executive Committee:

At the first meeting of the year, the Executive Committee endorses the activities in the business plans and approves performance indicators for the agencies. The Executive Committee is required to adopt the targets and budgets in the annual business plans of the agencies and endorse the performance targets in the business plans of each individual agency. However by endorsing the individual plan, the Executive Committee does not approve the projects, or the associated funding levels, contained in them. These projects and activities have to be submitted to and approved by the Executive Committee during the year.

At the final meeting of the year, under the agenda item *Status of resources and planning*, the Committee examines any remaining projects and activities in the business plans that have not been submitted together with the resulting impact on compliance. The Committee may request bilateral and implementing agencies to include these important activities in their business plans for the following year. The Executive Committee also

reviews the model rolling three-year phase-out plan and based on its analysis, the Committee provides guidance to bilateral and implementing agencies for the preparation of their individual business plans.

For more information on financial planning, see Appendix 2.1. Financial planning.

Programme implementation

This agenda item concerns the monitoring and evaluation of projects and activities being implemented by bilateral and implementing agencies and the evaluation of on-going and completed projects. The Executive Committee ensures that the funds disbursed by the Multilateral Fund are actually being used to meet the project objectives.

For more information on monitoring and evaluation activities, see Appendix 2.4. Monitoring and Appendix 2.5. Evaluation.

(a) Evaluation studies

Evaluations, normally based on a specific sector, evaluate the project cycle from project preparation through implementation to completion and assess whether the objectives of projects, in terms of phase-out, were achieved. Evaluations reports are prepared by independent consultants, under the coordination of the Senior Monitoring and Evaluation Officer (SMEO), according to the monitoring and evaluation work programme approved by the Executive Committee at the final meeting of a calendar year³. Desk studies are based on reports and documents available to the Fund Secretariat, while final evaluation reports are based on field visits and consultations with the national ozone units, bilateral and implementing agencies and other stakeholders.

Action expected from the Executive Committee:

The Executive Committee reviews the evaluation reports and may make recommendations based on them to improve the performance of the Multilateral Fund.

(b) Consolidated project completion report

The **Consolidated project completion report** provides an analysis of project completion reports (PCRs) received by the Fund Secretariat over the previous 12 months. Project completion reports are prepared using formats approved by the Executive Committee. The consolidation is submitted to the final meeting of the calendar year and assesses the quality and timely submission of the completion reports by the bilateral and implementing agencies.

³ The post of SMEO was filled in October 2010 and consequently the monitoring and evaluation work programme for 2010 and 2011 will be presented to the first meeting of 2011 (63rd Meeting).

Action expected from the Executive Committee:

The Executive Committee will note the **Consolidated project completion report** and may make decisions relating to issues addressed in the document.

(c) Draft monitoring and evaluation work programme

The document describes the status of implementation of evaluation activities in progress and evaluation studies foreseen in the year ahead together with a budget for the Executive Committee's consideration.

Action expected from the Executive Committee:

The Executive Committee may review the appropriateness of the work programme and approve the plan.

(d) Progress reports

At the second meeting of the year both the bilateral and implementing agencies are required to provide the Executive Committee with an annual **Progress report** on the implementation of their approved work programmes and activities related to country programmes and projects. These progress reports are a primary source of information with which to monitor projects since they include information on:

- project approvals and disbursements;
- updates on project completions;
- global and regional project highlights;
- performance indicators;
- status of agreements and project preparation by country, and administrative issues.

On the basis of the agencies' progress reports, the Secretariat prepares the **Consolidated progress report** also presented at the second meeting of the year. This report summarizes progress and financial information provided by bilateral and implementing agencies both in narrative and database formats.

Action expected from the Executive Committee:

The Executive Committee reviews the progress reports with a view to ensuring that the agencies' projects will be completed successfully and with a view to improving the delivery of service to Article 5 countries. Based on the **Progress reports** the Executive Committee may request bilateral and implementing agencies to provide further reports on the projects with implementation delays to a future meeting of the Executive Committee and/or monitor the projects as projects with implementation delays.

(e) Annual tranche submission delays

At its 47th Meeting the Executive Committee decided that there would be a separate sub-agenda item on delays in the submission of annual tranches and disbursement of funds for tranches and obligations. This assists the Committee to monitor the approval of annual tranches and the release of funds to implementing agencies, with the aim of ensuring that there are no impediments to completing the planned activities of the annual tranche. At the first meeting of the year the Executive Committee monitors tranche delays using the **Annual tranche submission delays** document. At the second and third meetings of the year information on tranche submission delays is included in the document presenting the review of the implementation of business plans under the agenda item "Status of resources and planning".

Action expected from the Executive Committee:

The Committee will note those annual tranches with delays, make adjustments to submission dates and take appropriate actions as required.

(f) Report on implementation of approved projects with specific reporting requirements

Over the years, the Executive Committee approved a number of projects for which periodic reporting is required as a monitoring device. This may be due to some particular circumstances such as a certain type of technology being introduced. Reports received by the Secretariat for such projects are submitted for consideration under this agenda item. The **Report on implementation of approved projects with specific reporting requirements** provides summaries of progress achieved so far, issues encountered during implementation, and comments and recommendations of the Secretariat.

Action expected from the Executive Committee:

The Executive Committee considers the progress reports on the implementation of the projects and the related issues, and makes any decisions as appropriate.

Project review

In the early years of the Multilateral Fund, project review used to occupy a considerable amount of time during the Meeting, in particular due to significant incremental cost issues identified during the review process. The time required for discussions on project review decreased significantly during the 2001-2008 period as efforts to assist countries to comply with CFC control measures moved towards sectoral and national phase-out plans and the number of individual project proposals requiring discussion decreased. While the number of tranches of multi-year projects submitted to the Secretariat for review increased, the

Secretariat's review of these together with the concomitant extensive interactions with agencies, usually results in the tranche being placed on the blanket approval list. The project review workload of the Executive Committee has been increasing since 2009 due to more complex and lengthy discussions concerning the policy and cost issues surrounding projects and activities to address the HCFC freeze in 2013 and the 10 per cent reduction by 2015.

Proposals for investment projects and activities are submitted to the Executive Committee with a recommendation based on a review of the project by the Secretariat. During the process of project review, significant adjustments can be made to project proposals, particularly in terms of their costs and sometimes technology choices, and to take account of the policy decisions previously taken by the Committee. Projects which meet all the eligibility requirements, and for which there are no policy or other issues outstanding, may be approved on the basis of the Secretariat's recommendation for blanket approval. The Secretariat does not include in meeting documentation, proposals for projects and activities that, by the submission deadline for each meeting, do not contain the information or components necessary for the submission to be considered as potentially approvable (decision 50/14(a)). If cost-related issues associated with projects are not resolved one week before a meeting of the Executive Committee, the projects concerned will also not be considered by the Committee at that meeting (decision 41/80). The Executive Committee discusses and makes more complex decisions on any projects which raise policy issues.

Once the project proposal is approved, the necessary funding can be released by the Fund Treasurer to the relevant implementing agency. Together with the recipient Article 5 country, each agency is responsible for the implementation and supervision of its own projects. The implementing agency is required to report to the Executive Committee annually on the progress of its work (see agenda item "Programme implementation").

During discussions of projects at Executive Committee meetings, members, or co-opted members, should refrain from speaking on projects in which they have a direct interest.

For further information on project review, see Appendix 2.3. Project review and approval.

(a) Overview of issues identified during project review

The Executive Committee commences its project review deliberations by looking at any issues that the Secretariat may have highlighted from submissions to the meeting that are presented in the **Overview of issues identified during project review**. The overview document also includes the list of projects and activities for which there are no issues and which the Secretariat recommends for blanket approval by the Executive Committee, as well as the list of investment projects and activities which have been submitted for

individual consideration by the Executive Committee. In line with decision 52/3(c), the document includes a list of the activities submitted that are not required for compliance as per the compliance-oriented model.

Action expected from the Executive Committee:

The Executive Committee discusses any policy issues raised in the document and takes appropriate decisions as required. The Committee may decide to approve all or some of the projects submitted for blanket approval together with any conditions or provisos recommended by the Secretariat, and subject to consideration of any additional issues that members of the Executive Committee may wish to raise about one or more of the projects and activities.

(b) Bilateral cooperation

Contributing Parties can use up to 20 per cent of their contribution during the replenishment triennium to carry out activities with Article 5 countries on a bilateral basis. The Executive Committee allows bilateral agencies flexibility in the year for which bilateral projects are credited, provided that bilateral agencies submit their work plans at the beginning of the year in time for the Secretariat to transmit them to the Executive Committee for consideration during discussions of the business plans at the Committee's first meeting of the year (decision 25/13(a)).

The **Bilateral cooperation** document contains all the requests for funding submitted by non-Article 5 Parties as bilateral cooperation under the Multilateral Fund. Bilateral cooperation encompasses the full range of projects and activities funded under the Multilateral Fund with the exception of institutional strengthening projects.

Action expected from the Executive Committee:

The Executive Committee will consider individually any bilateral projects or activities that were not recommended for blanket approval, and make recommendations on their approval as appropriate. After review of the bilateral activities the Executive Committee may decide to request the Treasurer to offset the costs of the bilateral projects approved at the meeting against the annual balance of funds of the contributing countries.

(c) Annual Work programmes

Work programmes and **Amendments to work programmes** contain all the requests for activities other than investment projects and HPMPs submitted by each agency during the year. These may include institutional strengthening, project preparation, technical assistance, training and demonstration projects. Proposals that were not contained in the

list of projects and activities for blanket approval will be considered individually and approved or deferred as appropriate.

Since all Article 5 countries now have approved funding for the preparation of their HPMPs, the majority of activities in the work programmes are likely to be for institutional strengthening requests, global/regional project requests and proposals for technical assistance.

Action expected from the Executive Committee:

The Executive Committee will consider individually any projects or activities that were not recommended for blanket approval, and make recommendations as appropriate.

(d) Compliance Assistance Programme (CAP)

The CAP covers primarily the cost of implementing the programme including project staff (UNEP staff) located in UNEP Paris and the regional offices as well as UNEP's work on information and awareness-raising and networking. The Executive Committee approves the annual CAP budget at the final meeting of the year to enable the financing of staff posts in the following year. Requests for increases in the CAP budget are limited to 3 percent, unless the Executive Committee is given evidence that inflationary pressures justified otherwise.

Action expected from the Executive Committee:

The Executive Committee approves annually the CAP budget for the following year.

(e) Administrative costs for implementing agencies

Core unit costs and agency fees constitute administrative costs that are intended to provide implementing agencies with funds for administrative tasks, personnel, and other general administrative services associated with projects implementation. In 1998 the administrative costs of UNDP, UNIDO, and the World Bank changed from a flat rate of 13 per cent per project to a graduated scale, and then to a lower scale in December 2002 that included a core unit grant of US \$1.5 million per year per agency (decision 38/68). Decision 46/35 extended the operation of decision 38/68 and its administrative cost regime for the 2006-2008 triennium, while modifying the base rate for core unit costs for UNDP and UNIDO to US \$1.7 million instead of US \$1.5 million and allowing the submission of a request for an annual increase of up to 3 per cent for UNDP, UNIDO and the World Bank. Following a comprehensive independent assessment of the administrative costs required for the 2009-2011 triennium the Executive Committee maintained the existing administrative cost regime for the 2009-2011 triennium (decision 56/41(b)). The Executive Committee reviews the administrative cost regime each year at the final meeting of the

year and up-to-date information on core unit budget and other administrative cost information can be found in the relevant Executive Committee document.

UNEP does not have core unit costs. The entire work programme for UNEP is covered by the CAP budget plus agency support costs of 8 per cent.

Action expected from the Executive Committee:

The Executive Committee approves annually the requests from relevant agencies for core unit costs.

(f) Investment projects

In the 1990's most projects and activities were considered and approved by the Executive Committee on a stand-alone basis in two main categories. The major part of the programme involved implementation of investment projects, which had as their objective the replacement of CFC-based manufacturing technologies requiring the acquisition and installation of capital equipment. The remainder of the programme consisted of non-investment activities such as institutional strengthening projects, technical assistance and training. These projects typically did not require the acquisition of capital equipment. Also in the 1990's, the Committee commenced approving refrigerant management plans (RMPs). RMPs were designed primarily to assist LVC countries, countries with low levels of CFC consumption and with small manufacturing sectors, to meet their CFC compliance objectives through reduction in the consumption of CFCs in the refrigeration servicing sector. RMPs typically involved both investment activities (provision of recycling machines) and non-investment activities (training of technicians and customs officers).

Since 2000, the Multilateral Fund encouraged the development of national ODS phase out plans that map out a detailed plan of action to eliminate the entire remaining consumption of the most common ODS in a country. These plans, often called national phase-out plans (NPPs), national CFC phase-out plans (NCPP) or when related to the servicing sector terminal phase-out plans (TPMP), are a combination of investment and non-investment projects. Each multi-year plan is governed by an agreement between the Executive Committee and the government concerned. Under these agreements, the responsible implementing agencies are required to submit a verification report on the achievement of the ODS reduction targets specified in the agreements as a prerequisite for the release of the next tranche of funds. The first guidelines for multi-year projects and their agreements were adopted at the 38th Meeting of the Executive Committee.

Guidelines for HCFC phase-out management plans (HPMP) were approved at the 54th Meeting. HPMPs will map out a detailed plan of action to eliminate a country's use

of HCFCs through a staged approach (decision 54/39). The majority of HPMPs are expected for approval in 2010 and 2011 since implementation of these projects should be underway by 2011 in order to address the HCFC freeze in 2013 and 10 per cent reduction by 2015. For countries with manufacturing sectors using HCFCs, HPMPs will contain a national performance-based phase-out plan.

Project proposal documents are prepared by the Secretariat for each country that is submitting to the meeting an investment project, or any multi-year project such as a HPMP. The document consists of a project evaluation sheet with succinct project data, a brief project description, and the comments and recommendations of the Fund Secretariat. Pertinent project documentation may be annexed, posted on the website or made available on request from the Secretariat.

Project proposals from bilateral donor countries are submitted by the bilateral donor country and are usually presented in a single bilateral cooperation project document together with the Secretariat's reviews of and recommendations on these project proposals. Multi-year projects submitted by bilateral donors are an exception. These are presented in the country-based documents referred to in the preceding paragraph. Institutional strengthening projects, technical assistance and training activities and all proposals for funding to prepare projects are submitted to the Executive Committee by each of the four implementing agencies in an annual work programme or subsequently in amendments to the work programme. A work programme or work programme amendment is presented to the Executive Committee for each agency in work programme documents together with the Secretariat's comments and recommendations.

Action expected from the Executive Committee:

Following the pre-session review by the Secretariat, in some cases involving modifications to the original project proposals, most projects and activities will have been recommended for blanket approval. The Executive Committee considers for approval the entire list of projects and activities recommended for blanket approval, whether bilateral, institutional strengthening, training or annual tranches of multi-year activities in the agenda item "Overview of issues identified during project review". This approval is subject to views any delegation may wish to raise about a specific project or activity.

The main action is, however, for the Executive Committee to consider each project and activity listed for individual consideration, and make recommendations as appropriate, including adding any specific conditions to the approval of projects. These project and activities are to be considered under the relevant agenda item (i.e. bilateral cooperation, work programmes or work programme amendments of the implementing agencies, or the country based project proposal documents).

Country programmes

A country programme maps out the strategy and the action plan that the country would follow to eliminate the ODS consumption and production according to the Montreal Protocol schedules. The country programme is also the basis for the Multilateral Fund to finance projects and activities in countries. The Country Programme part, when submitted, is considered under this agenda item.

When a **Country programme** is submitted, the Secretariat prepares an evaluation sheet, comments and recommendations. Relevant documentation is also attached including the transmittal letter from the relevant government, a Country Programme Cover Sheet and the Executive Summary submitted by the relevant Government.

Action expected from the Executive Committee:

The Executive Committee may approve the country programme noting that such approval does not denote approval of the projects contained therein, and request the Government of the country concerned to present information annually to the Executive Committee on progress being made in the implementation of the country programme.

For further information on country programmes, see Appendix 2.2.1. Country programmes.

Accounts of the Multilateral Fund

(a) Final accounts

The **Final accounts** are prepared annually based on financial information provided to the Treasurer from the Secretariat and the implementing agencies. They include financial data on the income and expenditure of the Fund for the current and previous year, as well as for the cumulative period 1991 through to the current year. These data are typically consistent with audited or certified accounts, including details of the current year expenditure of the Secretariat recorded in UNON accounts compared to the approved budget, and certified or provisional accounts of the implementing agencies for the current and previous year and for the cumulative period 1991 through to the current year.

Action expected from the Executive Committee:

The Executive Committee reviews the final accounts to ensure the accounts are in order.

(b) Reconciliation of accounts

Differences between the funds approved and the income reported by the agencies can occur in the accounts of the Fund. In order to address these differences, the Executive Committee requested the Treasurer, the implementing agencies and the Secretariat to provide a full reconciliation of the accounts of the Fund, together with the data in the implementing agencies' progress reports to be presented to the third meeting of the Executive Committee each year (decision 38/9).

Action expected from the Executive Committee:

The Executive Committee notes the reconciliation report and requests any actions to be taken as necessary.

Revised three-year budget of the Fund Secretariat

The **Revised three-year budget of the Fund Secretariat** is presented to the final meeting of each calendar year. It includes budget lines for the staff positions in the Secretariat costs for over three years and operational costs for the first two years.

Action expected from the Executive Committee:

The Committee reviews the three-year budget and approves it based on its discussions.

The Executive Committee's Sub-group on the Production Sector

The Sub-group on the Production Sector, a subsidiary body of the Executive Committee, was set up in 1996 to assist the Executive Committee in developing guidelines for funding projects targeted at the phase-out of ODS production. It was subsequently mandated in 1998 to review and recommend the approval of projects in the production sector. The sub-group was not convened from the 47th to the 56th Meetings since multi-year agreements were in place covering the complete phase-out of production of all ODS in Article 5 countries except HCFCs. The Executive Committee decided to constitute and convene the production sector sub-group at the 57th Meeting to work on issues with respect to the HCFC production sector (decision 56/64).

Action expected from the Executive Committee:

The Executive Committee considers any report and draft decisions from the sub-group on the production sector and takes action as appropriate.

Report of the Executive Committee to the Meeting of the Parties

The Executive Committee is required to report to the Meeting of the Parties (MOP) each year through the Chair of the Committee. The report, prepared by the Secretariat, sums up the activities of the Executive Committee during the period of reporting, normally one year, highlighting the important policies and guidelines that have been adopted, the funding that has been disbursed, and the amount of ODS phase-out that has been achieved.

Before the report is presented by the Chair to the MOP, it is reviewed and cleared by the Executive Committee usually at the meeting prior to the MOP. Following the meeting, it is updated to incorporate any points raised by the Committee and the outcome of the meeting.

Action expected from the Executive Committee:

The Executive Committee may decide to authorize the Secretariat to compile or update the report in the light of the discussions held and submit it to the Ozone Secretariat for distribution to the Parties.

Adoption of the report

A draft report of the meeting of the Executive Committee is prepared by the Secretariat and reviewed by the Chair. This is known as the L.1 report and it contains a draft of the proceedings of the meeting and all the decisions made by the Executive Committee during that meeting. At the time of adoption of the report, comments on and amendments to the text of the L.1 report can be proposed however, Committee members are not expected to open substantive discussions on any agenda item.

Action expected from the Executive Committee:

The Executive Committee adopts the report of the meeting on the basis of the draft report contained in the L.1 document and comments made by any members of the Committee during its adoption.

4. Activities following an Executive Committee Meeting

Following the meeting, the Secretariat finalizes the **Report of the Meeting of the Executive Committee** in English and prepares translations. The report is conveyed to all Executive Committee members, other participants and to the Parties to the Montreal Protocol and posted on the Multilateral Fund website. In addition relevant Article 5 countries and agencies are informed about decisions related to project approvals, cancellations, implementation delays and tranche submission delays through a letter

from the Chief Officer of the Fund Secretariat. In order to make the outcome of the meeting more widely known, a news release is prepared and a document summarizing decisions made at the meeting is sent by email to all meeting participants, Parties to the Montreal Protocol, and by UNEP DTIE OzonAction Branch. The summary of decisions and news item are placed on the Multilateral Fund intranet and public website in addition to the report.

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APPENDIX 1. THE MULTILATERAL FUND

1.1. The aim of the Multilateral Fund¹

The Multilateral Fund was set up by the Parties to the Montreal Protocol to assist developing countries to comply with the terms of the Montreal Protocol, an international agreement that sets out a timetable for the phase-out of ozone depleting substances (ODS) in both developed and developing countries. The Multilateral Fund provides assistance to countries who are Parties to the Montreal Protocol and whose annual *per capita* consumption and production of ODS is less than 0.3 kg. The developing countries that meet these criteria are referred to as Article 5 countries. Contributions to the Multilateral Fund are provided by the non-Article 5 country parties.

1.2. Key concepts of the Multilateral Fund

1.2.1. Incremental costs

The Multilateral Fund provides financing for the incremental costs of ODS phase-out. The Parties to the Montreal Protocol agreed an indicative list of such costs at their fourth meeting in 1992. They include:

- Costs involved in supplying substitutes, including converting existing production facilities and equipment or establishing new facilities, paying for patents, designs and royalties, training personnel, adapting technology to local circumstances, retiring existing capital prematurely and importing substitutes.
- Costs involved where ODS are used in manufacturing, including converting existing equipment and facilities, paying for patents, designs and royalties, training, research and development and paying for raw materials.
- Costs involved in end use, including prematurely modifying or replacing user equipment, recycling and destroying ODS and providing technical assistance to reduce consumption and unintended emissions.

The total costs of conversion to ozone friendly technologies are not covered. For example the installation of new equipment can produce savings or benefits by itself irrespective of

¹ The terms of reference of the Multilateral Fund can be found in Annex IX of the "Report of the Fourth Meeting of the Parties to the Montreal Protocol on substances that deplete the ozone layer" (UNEP/OzL.Pro.4/15) and also in the "Handbook for the International Treaties for the Protection of the Ozone Layer" published by the Ozone Secretariat.

its impact on ozone depletion. Projected savings are deducted from costs to reach the figure for incremental costs, and where this is negative the project is not eligible for Fund assistance.

Individual decisions of the Meeting of the Parties to the Montreal Protocol (MOP) have led to some deviations from financing for incremental costs of ODS phase-out. For example decision XVI/13 of the Parties requested the Executive Committee of the Multilateral Fund to consider funding of additional demonstration projects to help demonstrate the value of replacement of CFC-based chillers, pursuant to relevant decisions of the Executive Committee.

1.2.2. Compliance period

The period for compliance with the control schedules of the Montreal Protocol for Article 5 countries began following a ten-year grace period. It was decided to limit a country's ODS consumption level through a formula that took account of existing consumption in an agreed "baseline" year. The first control measure was the freeze in CFC (Appendix A group I substances) production and consumption at the baseline level from 1 July 1999 onwards. For the purposes of the Montreal Protocol, consumption is defined as the quantities of ODS manufactured and/or imported, less those quantities exported in any given year. The table below provides a summary of the Montreal Protocol's control measures.

Summary of Montreal Protocol Control Schedule for main substances
(freezes and reduction refer to baseline levels²)

Ozone Depleting Substance	Control Schedules	
	Non-Article 5 Countries	Article 5 countries
Annex A - Group I: Chlorofluorocarbons (CFCs)	Total phase-out by 1995	Freeze at baseline level by 1/7/1999 50% reduction by 1/1/2005 85% reduction by 1/1/2007 Total phase-out by 2010
Annex A - Group II: Halons	Total phase-out by 1993	Freeze at baseline level 1/1/2002 Total phase-out by 2010
Annex B - Group II: Carbon tetrachloride	Total phase-out by 1995	85% reduction by 1/1/2005 100% reduction by 1/1/2010 Total phase-out by 2010
Annex B - Group III: Methyl chloroform (TCA)	Total phase-out by 1995	Freeze at baseline level 1/1/2003 30% reduction by 1/1/2005 70% reduction by 1/1/2010 Total phase-out by 2015
Annex C - Group I: Hydrochlorofluorocarbons (HCFCs)	Freeze from beginning of 1996 35% reduction by 2004 75% reduction by 2010 90% reduction by 2015 99.5% reduction by 2020* Total phase-out by 2030 *0.5% is restricted to the servicing of refrigeration and air-conditioning equipment existing during the period 2020-2030 and subject to review in 2015	Baseline is average of 2009 and 2010 production and consumption Freeze by 2013 at baseline level 10% reduction by 2015 35% reduction by 2020 67.5% reduction by 2025 97.5% reduction by 2030** Total phase-out by 2040 **The annual average of 2.5% is restricted to the servicing of refrigeration and air conditioning equipment existing during the period 2030-2040 and subject to review in 2025.
Annex C - Group III: Bromochloromethane (BCM)	Total phase-out by end 2002	Total phase-out by end 2002
Annex E: Methyl bromide (horticultural uses)	Freeze in 1995 at 1991 baseline level 25% reduction by 1999 50% reduction by 2001 70% reduction by 2003 Total phase-out by 2005 (with possible critical use exemptions)	Freeze at average 1995-1998 level on 1/1/2002 20% reduction by 2005 Total phase-out by 2015

1.2.3. *Country compliance driven approach*

² Full details of control measures are published on the Ozone Secretariat's web site at <http://ozone.unep.org>.

A country is in compliance when the rules and regulations outlined in the Montreal Protocol are met. The Multilateral Fund's strategy is based on a compliance-driven business planning approach in which the level of ODS phase-out needed for each country has been calculated so that resources can be targeted to countries appropriately. This calculation has been made on the basis of an agreed baseline of eligible consumption figure (decision 35/57). Multi-year performance-based agreements are established with countries to assist them to comply with the control measures of the Montreal Protocol.

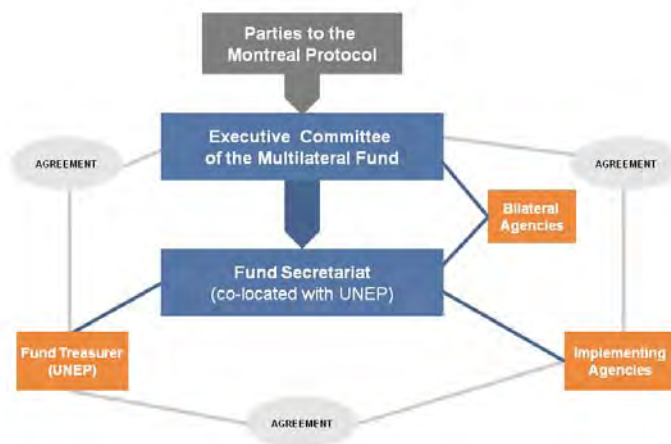
1.2.4. *Equal partnership*

The Multilateral Fund is governed by an Executive Committee, which has equal representation from among the donor (non-Article 5 countries) and the recipient countries (Article 5 countries). This partnership of Article 5 and non-Article 5 parties is extended by the representative constituency system of the Executive Committee. Members may co-opt countries from their region, making it possible to have participants from up to 40 countries attending an Executive Committee meeting.

1.3. **Key structures of the of the Multilateral Fund**

The key elements of the Multilateral Fund are:

- the Parties to the Montreal Protocol
- the Executive Committee of the Multilateral Fund
- the Fund Secretariat
- the implementing and bilateral agencies
- the Treasurer



1.3.1. *The Parties to the Montreal Protocol and the Executive Committee*

The Multilateral Fund operates under the authority of the Parties to the Montreal Protocol, who decide both on its overall policies, composition and, every three years, on the level of replenishment of the Fund. During the MOP, that takes place towards the end of the year, Parties select Executive Committee members for the following year. Representation on the Executive Committee consists of representatives from seven Article 5 countries and seven non-Article 5 countries. Selection is based on equitable geographic representation. For Article 5 countries, seats are allocated as follows: two seats to Parties of the African region; two seats to Parties of the region of Asia and the Pacific; two seats to Parties of the region of Latin America and the Caribbean; and one rotating seat among the regions referred, including the region of Eastern Europe and Central Asia. The Executive Committee serves for one calendar year from 1 January to 31 December. Members have equal voting rights but the Executive Committee has never voted; decisions are based on consensus. The Chair and Vice-Chair of the Executive Committee alternate annually between the Article 5 and non-Article 5 countries.

A representative constituency system introduced by the Executive Committee allows each of the 14 members to co-opt additional countries from the same region. This has significantly broadened the participation of stakeholders in the decision-making process, and enhanced their sense of ownership of the process. All comments from a delegation, both oral and written, should be covered by unified submissions delivered directly and solely in the name of the Executive Committee member (decision 35/62).

The Executive Committee, which manages the Multilateral Fund, is responsible for developing operational policies and guidelines, drawing up the three-year plan and budget for the Multilateral Fund, approving country programmes and specific projects and overseeing the Multilateral Fund's administration. The Committee primarily discharges its responsibilities at the three meetings it convenes each year.

To facilitate the exchange of information on compliance issues between the Executive and Implementation Committees, the Chair and Vice-Chair of the Executive Committee are invited to attend the Implementation Committee's meetings³. On a reciprocal basis, the President and Vice-President of the Implementation Committee are invited to attend the Executive Committee's meeting (decision XIV/37).

³ The Implementation Committee examines cases of possible non-compliance by Parties, and makes recommendations to the MOP aimed at securing full compliance.

Up until the 41st Meeting, the Executive Committee functioned with two standing sub-committees which carried out specific tasks. The Sub-Committee on Monitoring, Evaluation and Finance (MEF) was responsible for reviewing the cycle of business planning and monitoring approved projects. The Sub-Committee on Project Review (PR) was responsible for considering and reviewing all projects and activities submitted to the Fund, and making recommendations to the Executive Committee, as well as dealing with any policy issues that emanated from this process. At its 40th Meeting the Executive Committee decided that certain planning activities affecting compliance should be addressed by the full Committee (decision 40/52). The Executive Committee examined options for improvement and decided to eliminate the MEF and PR sub-committees for the year 2004 on a trial basis (decision 41/92). This arrangement was renewed and continues to the present based on decision 44/57(b). All agenda items are examined in plenary with working groups being set up to deal with specific issues as necessary. One example is the sub-group on the production sector which is established on a needs basis from members of the Executive Committee (decision 23/50). Since the 57th Meeting when it was reconvened, the sub-group on the production sector has been addressing issues with respect to HCFC production phase-out (decision 56/64(d)).

1.3.2. *Fund Secretariat*

The role of the Fund Secretariat is to assist the Executive Committee in the discharge of its functions. The Secretariat is based in Montreal, Canada, and consists of internationally recruited professional staff and local support staff. The Secretariat is headed by the Chief Officer, who reports directly to the Executive Committee.

The terms of reference of the Secretariat⁴, as approved by the Executive Committee at its Third Meeting, include 23 specific responsibilities, which essentially cover: development of the three-year plan and budget and a system of funds disbursement; management of the business planning cycle of the Fund; monitoring the expenditures and activities of the implementing agencies; preparation of policy papers and other documents; review and assessment of project-related submissions of the implementing agencies; liaison between the Committee, governments and the implementing agencies; and servicing the meetings of the Executive Committee. Since 1997, the Secretariat has also included a monitoring and evaluation function, established expressly by the Executive Committee.

1.3.3. *Implementing agencies*

⁴ See Annex III.1 of the Policies, Procedures, Guidelines and Criteria.

In delivering financial and technical assistance, the Multilateral Fund works together with a number of implementing agencies: the United Nations Environment Programme (UNEP), the United Nations Development Programme (UNDP), the United Nations Industrial Development Organization (UNIDO), the World Bank, and a number of bilateral agencies. UNEP, UNDP, UNIDO and the World Bank were formally invited by the Executive Committee to become implementing agencies.

The four implementing agencies work under the overall guidance and supervision of the Executive Committee. The roles of the implementing agencies for projects approved under the Multilateral Fund were outlined broadly in decision II/8 of the Second MOP. More detailed arrangements are set out in the individual agreements concluded between the Executive Committee and UNDP, UNEP, UNIDO and the World Bank in 1991 and 1992, which cover financial arrangements and reporting requirements⁵. Broadly speaking, UNDP, UNIDO and the World Bank are responsible for the preparations and implementation of investment projects, while the main thrust of UNEP's activities is on information dissemination, capacity-building, institutional strengthening, networking, and assistance to low-volume-consuming (LVC) Article 5 countries.

The Parties to the Montreal Protocol also decided that contributing Parties could use up to 20 per cent of their annual contribution to carry out activities with developing countries on a bilateral basis. As of January 2011, 12 contributing Parties are engaged in a range of bilateral activities such as training, technical assistance and the introduction of ozone-friendlier technologies.

1.3.4. *Treasurer*

The Fund Treasurer is responsible for receiving and administering pledged contributions (cash, promissory notes or bilateral assistance), and disbursing funds to the Fund Secretariat and the implementing agencies based on the directive of the Executive Committee. At its 42nd Meeting, the Executive Committee approved an agreement between UNEP and the Executive Committee on the service of the Treasurer and agreed the level of fees (US\$ 500,000 per year) for the five year period 2004 to 2009 (decision 42/42).⁶ At its 62nd Meeting the Executive Committee decided to maintain the fee level at US \$500,000 per annum until UNEP reverted to the Executive Committee and requested the Treasurer to include in the accounts of the Fund Secretariat an indicative breakdown of the US \$500,000

⁵ Further information on the agreements between agencies and the Executive Committee including amendments approved in 1998 can be found in the Policies, Procedures, Guidelines and Criteria. The texts of the four agreements are reproduced in Annexes II.4, II.5, II.6 and II.7 of the same document.

⁶ This agreement superseded the previous agreement made in 1991 and revised in 2002. For further information see the Policies, Procedures, Guidelines and Criteria (Treasurer of the Fund).

annual fees for the provision of treasury services (decision 62/66). Agreements between the Treasurer and the four implementing agencies on the financial procedures were also made in 2006.⁷

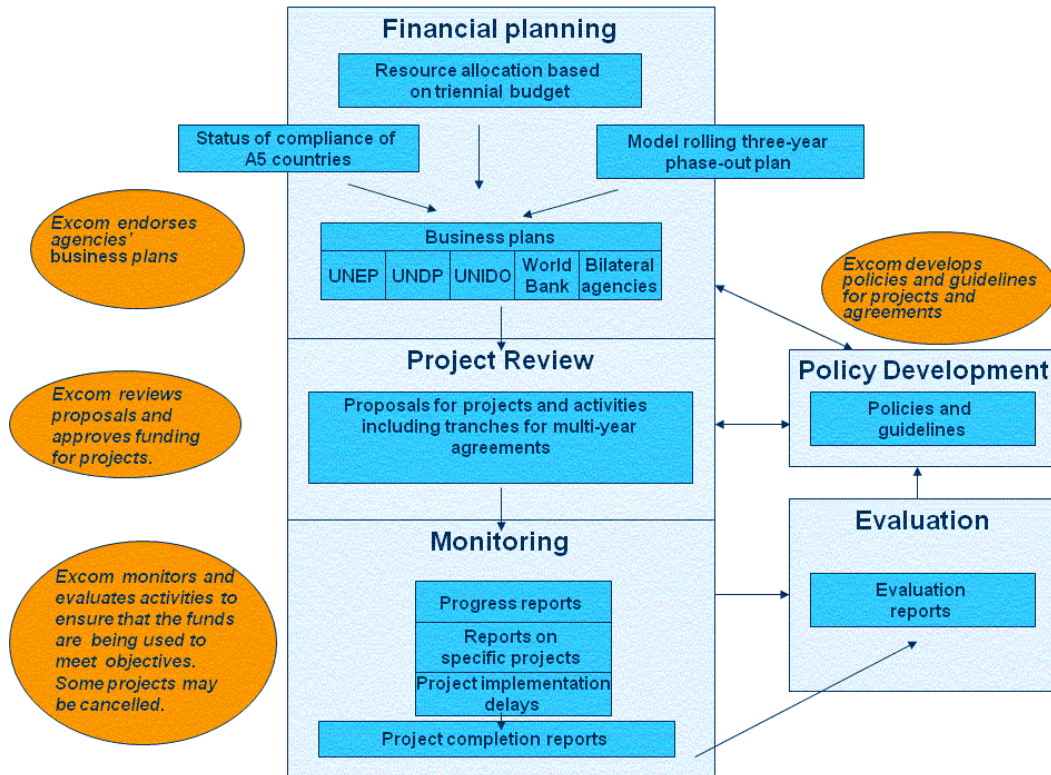
In practice the responsibilities of the Treasurer are carried out by staff based in UNEP-Nairobi and by the Senior Administrative and Fund Management Officer based in the Fund Secretariat. The post of Administrative Officer in the Fund Secretariat was upgraded from P4 to P5 to take on the extra responsibilities and the extra cost of this upgrade is covered by Treasury fees (decision 51/39).

The Treasurer attends each meeting of the Executive Committee and is responsible for preparing:

- a status of contributions and disbursements for each meeting;
- the accounts of the Multilateral Fund as well as the reconciliation of the accounts on an annual basis; and
- any study requested by the Executive Committee and/or by Meetings of the Parties to the Montreal Protocol, as relevant.

⁷ Further information on the agreements between agencies and UNEP as Treasurer can be found in the Policies, Procedures, Guidelines and Criteria. The texts of the four agreements are reproduced in Annexes I.3, I.4, I.5 and I.6 of the same document.

APPENDIX 2. HOW THE MULTILATERAL FUND OPERATES



2.1. Financial planning

2.1.1. Replenishment of the Multilateral Fund

The Multilateral Fund has been replenished every three years since 1994 by the Parties to the Montreal Protocol. As mandated by the Parties and to facilitate discussions on the replenishment, the TEAP prepares a study analyzing relevant issues and calculates an appropriate replenishment level to finance the Fund’s work over the next triennium to assist the Parties. After reviewing the TEAP calculated funding needs, the OEWG normally asks for additional information and forwards a recommendation on the replenishment to the Parties. A final decision on the replenishment budget is taken at the MOP in the final year of the preceding triennium. For the 2009-2011 triennium, the Parties established a replenishment budget of US \$490 million “on the understanding that US \$73.9 million of that budget is from anticipated contributions due to the Multilateral Fund and other sources from the 2006-2008 triennium and US \$16.1 million would be provided from interest accruing to the Multilateral Fund during the 2009-2011 triennium (decision XX/10)”.

For the last four replenishments (2000-2002, 2003-2005, 2006-2008 and 2009-2011), a fixed-exchange-rate mechanism (FERM) was agreed upon at the same MOP that considered the replenishment budget. The FERM for the 2009-2011 period is based upon on the average United Nations exchange rate for the six-month period commencing 1 January 2008 (decision XX/11). The impact of the FERM on the value of resources available to the Fund is monitored by the Treasurer as part of his report on the Status of Contributions and Disbursements to each meeting of the Executive Committee.

Contributions to the Multilateral Fund are made by non-Article 5 Parties on the basis of the United Nations scale of assessment. These contributions may be made either in cash, through the use of promissory notes, or in-kind and bilateral contributions according to an annual scale of contributions agreed by the Parties. The Executive Committee has requested Parties using promissory notes to do their utmost to meet the Treasurer's request for their accelerated encashment in order to mitigate cash flow problems. The Committee also encouraged Parties, in the context of the 2009-2011 replenishment, to make their contributions in the form of cash in order not to delay project implementation by implementing agencies (decision 51/3).

2.1.2. *Resource allocation*

Financial planning for the triennium⁸

The Executive Committee carries out a financial planning exercise each time the Parties adopt a triennial budget. The result of this is an annual allocation for each year of the triennium based on the total budget available, the annual scale of contributions based on business planning taking into account the three-year rolling phase-out plan, and the status of compliance.

Some of the total budget will have already been committed by the Executive Committee. Committed items will include: funds for multi-year agreements or those earmarked for standard costs incurred by the Fund (institutional strengthening, the budget of the Fund Secretariat and Executive Committee meetings, implementing agencies' core unit administrative costs, and UNEP's Compliance Assistance Programme (CAP)).

⁸ At its 57th Meeting the Executive Committee adopted a resource allocation of US\$106 million in 2009, US\$181 million in 2010, and US\$203 million in 2011.

2.1.3. *Business planning*

In 2002, the Executive Committee adopted the three-year rolling phase-out plan (decision 38/66) as the basis of business planning in the Multilateral Fund. This approach is based on the approval of certain amounts of ODS for specific countries during the triennium to enable them to comply with the Montreal Protocol control measures. The Compliance-Oriented Model (COM) for a funding triennium provides the total number of ODP tonnes of substances that need to be phased out over the following three years. It is updated annually in the form of the **Model rolling three-year phase-out plan** before and after the last meeting of the year, to facilitate the implementing agencies' preparation of their business plans that are submitted to the following meeting. From 2008 the compliance-oriented model/three-year phase-out plan also includes an analysis of HCFCs (decision 54/5 (b)).

Each year, the implementing agencies and bilateral agencies meet with the Fund Secretariat to coordinate the annual business plans in light of both the three-year phase-out plan and the information on the **Status of implementation of delayed projects and prospects of Article 5 countries achieving compliance with the next control measures of the Montreal Protocol**. Following this meeting, agencies submit their business plans to the Fund Secretariat, which compiles the information provided by the agencies into the **Consolidated business plan of the Multilateral Fund**. This document also addresses any major policy issues raised in the business plans.

The implementing agencies' business plans are submitted to the Executive Committee along with the comments and recommendations of the Fund Secretariat. They contain all the projected activities for a given year together with performance indicators, which provide the basis for the evaluation of the agencies' performance. The annual business plans are presented to the Executive Committee as multi-year business plans since three years of activities are included. However there is less certainty with regard to projects and activities for the second and third years that are not part of ongoing multi-year agreements. The Secretariat monitors the implementation of business plans at each subsequent meeting of the year to inform the Committee of the extent to which the planned activities were achieved. The Secretariat also compiles information from bilateral and implementing agencies on reasons why projects required for compliance included in annual business plans are not submitted for consideration (decision 50/3).

2.2. **Country programmes**

An essential first step for an Article 5 country to receive assistance from the Multilateral Fund is the submission of a government endorsed country programme to the Executive

Committee. The Multilateral Fund finances the preparation of country programmes as a process to assess national compliance, formulate an action plan for phase-out and establish needs for Fund assistance. Country programmes are drawn up with the assistance of one of the implementing agencies.

An Executive Committee approved country programme is in principle a prerequisite for investment support from the Multilateral Fund. Approval of the country programme does not mean that all the projects identified in the country programme will be approved or will be funded at a particular funding level. Countries with a country programme have to present information annually to the Executive Committee on progress being made in the implementation of the country programme, in accordance with the decision of the Executive Committee on implementation of country programmes (UNEP/OzL.Pro/ExCom/10/40, paragraph 135). The Fund Secretariat uses these data when analysing the status of compliance of Article 5 countries. Price data on all ODS, including HCFCs and their alternatives, is included in the country programme data reports (decision 54/4).

An online web-based data entry system prepared on the basis of the revised country programme format for use by national ozone units was made available in 2007 through the Multilateral Fund's website (decision 50/4) allowing countries not only to submit their country programme data online. A manual on how to complete the country programme form is also available: *A Practical Manual for Reporting*.

2.3. Project review and approval

2.3.1. *Projects and activities financed by the Multilateral Fund*

The Multilateral Fund provides financial assistance for projects in countries classified under Article 5 of the Montreal Protocol in order to assist them to meet the control measures of the Protocol. All projects submitted to the Fund must receive the requesting Party's approval before consideration by the Executive Committee. Financial assistance covers the incremental costs of investment projects and also covers the costs of other activities such as country programme preparation, demonstration projects, institutional strengthening projects, project preparation, technical assistance or training, as well as a Compliance Assistance Programme targeting LVC countries funded through UNEP. Countries that are not in compliance with the Montreal Protocol cannot receive funding from the Multilateral Fund until the underlying issues of non-compliance have been dealt with by the Implementation Committee.

The Secretariat ensures that projects submitted to the Multilateral Fund follow guidelines elaborated in the decisions made by the Committee at its meetings. Project proposals, along with other pre-session documents, are available to the Executive Committee four weeks before a meeting. Any further information on these project proposals must be provided to the Committee members at least two weeks in advance of the meeting. According to decision 41/80(a) cost-related issues associated with projects have to be resolved one week before a meeting of the Executive Committee, otherwise the projects concerned should not be considered by the Executive Committee at that meeting. As far as possible new policy issues regarding projects should be resolved or alternative solutions identified prior to the submission of a project. In the event that an Executive Committee Meeting would be scheduled immediately following a session of the OEWG or the MOP, the Secretariat would make all new documents available to members 15 days before the start of that meeting (decision 59/35).

For detailed information on the policies and procedures affecting the project cycle, please refer to Section IX. Project proposals of the Policies, Procedures, Guidelines and Criteria.

2.3.2. *Strategic planning of projects and activities*

In the 1990's the Executive Committee divided projects into investment and non-investment projects. Non-investment activities included institutional strengthening projects, project preparation, technical assistance or training. From 2000, the Multilateral Fund put less emphasis on the funding of stand-alone projects and moved towards national ODS phase-out plans targeting the total remaining consumption of a specific controlled substance(s) in a country. The strategic planning framework adopted in 2001 has the goal of providing support to enable each Article 5 country to comply with the Montreal Protocol control measures whilst fostering a "country driven" approach towards compliance. Funding is based on a commitment by the country to achieve sustainable, permanent reductions in consumption and production of ODS. Governments have greater responsibility for managing national phase-out programmes and there must be a demonstrated relevance between the funded activities and compliance with the specific Montreal Protocol control measures (decision 35/56).⁹ This demonstrated relevance to compliance is defined as a direct and, if applicable, quantifiable linkage between the funded activities and the specific Montreal Protocol compliance target to be achieved.

⁹ For more information on the adjusted funding policies of the Multilateral Fund see UNEP/OzL.Pro/ExCom/34/53 - Strategic planning: proposals on implementing the framework on the objective, priorities, problems, and modalities for strategic planning of the Multilateral Fund in the compliance period.

One important element of the strategic planning process introduced in 2001 was a definition of a starting point for determining the sustained reduction of each Article 5 country namely, the remaining CFC consumption eligible for funding (decision 35/57). An Article 5 country could choose to base its remaining eligible CFC consumption for funding on the Montreal Protocol baseline data (option 1) or the latest reported CFC consumption data (option 2). The Committee also adopted provisions for increased funding for institutional strengthening, provisions for country programme updates and provision for attributing phase-out to non-investment activities (decision 35/57). Non-investment activities were given a cost-effectiveness value of US \$12.10/kg. This value does not apply to LVC countries (decision 36/7).

National ODS phase-out plans mapped out a detailed plan of action to eliminate the entire remaining consumption of the most common ODS in a country (excluding HCFCs). Each plan was governed by a multi-year agreement between the Executive Committee and the government concerned which specified *inter alia*:

- the annual reduction target to be achieved;
- the total funding level from the Multilateral Fund agreed in principle; and
- a schedule for the disbursement of funds.

These plans, often called national phase-out plans (NPPs), national CFC phase-out plans (NCPP) or, when related to the servicing sector, terminal phase-out plans (TPMP), were a combination of investment and non-investment projects. Under these agreements, the responsible implementing agencies are required to submit a verification report on the achievement of the ODS reduction targets specified in the agreements as a prerequisite for the release of the next tranche of funds. The first guidelines for the multi-year agreements were adopted at the 38th Meeting of the Executive Committee (decision 38/65).

If the country did not comply with the agreement or with the Montreal Protocol ODS reduction compliance targets, the country was not entitled to receive funding in accordance with the schedule contained in the agreement. In the case of an LVC country that, due to a delay in the introduction of its ODS licensing system, had levels of CFC consumption above the allowable levels under the Agreement the Executive Committee applied the penalty in the Agreement calculated as 10 per cent of the amount of the tranche being submitted for approval, on the basis of the following three criteria: the country concerned was a LVC country; it was the first time that the country had been in non compliance; and, the country had returned to compliance without additional assistance from the Multilateral Fund (decision 54/34). In the case of a non-LVC country that was not in compliance with the CFC consumption targets indicated in its

Agreement, the Committee calculated a penalty on an individual basis and set out a number of conditions in respect of the CFC consumption sector agreement (decision 54/35).

Almost all the remaining funding tranches of NPPs or TPMPs in Article 5 countries were submitted to the 61st Meeting on the understanding that the governments concerned would consider implementing activities to sustain zero consumption of CFCs and other activities to facilitate the phase-out of HCFCs. Any outstanding funding tranches not submitted to the 61st Meeting would be integrated into the relevant HCFC phase-out management plans of the countries concerned.

Information on multi-year phase-out plans and projects, including relevant decisions and the text of agreements, formerly contained in the PPCG document is available in the "Phase-out plans and projects" document available from the Multilateral Fund website and intranet.

HCFC phase-out management plans

Within seven months of the decision XIX/6 of the Parties to accelerate the phase-out of HCFCs (September 2007), the Executive Committee approved guidelines for the preparation of HCFC phase-out management plans (HPMPs) (decision 54/39). The HPMP guidelines set out a staged approach for the phase-out of a country's HCFCs with the framework of an overarching strategy. The first stage, Stage I, of a country's HPMP addresses meeting the baseline freeze on HCFCs in 2013 and the 10 per cent reduction in 2015. Projects, which accelerate the phase-out of HCFC consumption, could be considered on a case-by-case basis for low-volume-consuming (LVC) countries that had a strong national level of commitment in place to support accelerated phase-out (decision 60/15). A structure for determining funding levels for preparation of HCFC investment and associated activities was agreed at the 56th Meeting (decision 56/16), and following extensive discussions over a number of meetings, detailed guidelines setting out the criteria for funding available for Article 5 countries to phase-out HCFC consumption were approved in 2010 (decision 60/44).

During HPMP preparation it is critical for countries to modify their ODS legislation, regulations and licensing systems to include HCFCs and thus the cost-structure for funding HPMP preparation takes into account assistance for policy and legislation. No funding can be approved for HPMP implementation in those Article 5 countries that have not included HCFC control measures in legislation, regulations and licensing systems. The submission requirements for HPMPs are similar to those that applied to RMPs, TPMPs, and NPPs with respect to agreements and review periods. HPMPs should be submitted 14 weeks in advance of Executive Committee meetings for review by the Fund Secretariat.

Like NPPs and TPMPs, each HPMP is governed by a multi-year agreement. The agreement schedules the submission of final tranches so that HCFC consumption would be reported under Article 7 of the Montreal Protocol for 2013 before approval of the last tranche of the HPMP agreement (decision 61/46). Starting in 2012, the Secretariat will provide the Committee, at the first Meeting of each year, a list of all countries with a HCFC consumption baseline of 360 metric tonnes and below that had an approved HPMP and indicate a sample of 20 per cent of countries from the list to enable the approval of such a sample for the purposes of verification of that country's compliance with the HPMP agreement for that year. HPMPs for countries other than those in the sample would not require verification. The costs of verification would be included in the work programme amendments of the agencies in the same year and submitted in conjunction with a tranche request in the following year.

Significant decisions concerning HPMPs

Decision	Subject
Decision 53/37	Prerequisite for HPMP funding: status of ratification to amendments to the Montreal Protocol (Copenhagen and Beijing amendment)
Decision 54/39	Guidelines for HCFC phase-out management plans (HPMPs)
Decision 55/13	Funding for the preparation of HCFC phase-out management plans
Decision 55/43	Cost considerations of financing HCFC phase-out costs including the preparation and submission of initial projects to address HCFC uses in aerosol applications, foam and refrigeration manufacturing sub-sectors, fire extinguishers and solvents
Decision 56/16	Cost structure for determining funding levels for preparation of HCFC investment and associated activities
Decision 57/6(b)	HCFC investment activities in advance of HPMPs – their consistency with the guidelines for HPMPs (decision 54/39) and relationship to the country's HPMP
Decision 57/6(c) and (e)	Cost of HCFC activities and equitable allocation of funds for all eligible Article 5 countries
Decision 59/9	Inclusion of additional HCFC demonstration projects that demonstrate alternative or new technology in 2010 business plans
Decision 59/11	Prioritization of HCFC phase-out projects
Decision 59/16	Preliminary template for draft agreements for HPMPs
Decision 59/17	Funding of institutional strengthening projects as part of an HPMP
Decision 59/44	Submission of draft HCFC production sector phase-out strategy
Decision 60/15	Accelerated phase-out of HCFCs (greater than the 10 per cent required to meet the 2015 HCFC control measure)
Decision 60/44	Detailed guidelines for phase-out in the HCFC consumption sector setting out the criteria for funding available for Article 5 countries
Decision 61/46	Revised template for draft agreements for HCFC phase-out management plans
Decision 61/47	Consumption arising from HCFC-141b contained in pre-blended foam chemicals (polyols)

Decision 62/9	Incremental operating costs for the aerosol sector
Decision 62/10	Accelerated phase-out of HCFCs beyond 2020 for LVC countries and increase in HPMP funding
Decision 62/11	Submission of stage I of HPMPs to assist former LVC countries
Decision 62/12	Prioritization of HCFCs
Decision 62/13	Cost-effectiveness threshold for the rigid insulation refrigeration foam sub-sector
Decision 62/14	Sub-sector on the assembly of refrigeration equipment in addition to refrigeration manufacturing and service sectors
Decision 62/17	Last funding tranche of multiyear HCFC phase-out plans

See Hydrochlorofluorocarbons in Section VII (Controlled substances) of Policies, Procedures, Guidelines and Criteria

The “Indicative outline and contents of the HCFC phase-out management plans” can be found in Annex XIX of document UNEP/OzL.Pro/ExCom/54/59.

For further information regarding policy issues related to the HCFC production sector see “Further elaboration and analysis of issues pertaining to the phase-out of the HCFC production sector (decision 56/64(a) and (b))”. Document UNEP/OzL.Pro/ExCom/57/6

See also: A guide for the preparation of HCFC phase-out management plans. Available on request from the Fund Secretariat. July 2010

Institutional strengthening

Institutional strengthening is a very important part of the Fund’s activities since it is important to ensure that the institutional and human infrastructure is in place to facilitate implementation of projects and activities. Institutional strengthening is an example of an addition to the indicative list of incremental costs. The Executive Committee considers it important to have sufficient funding in all Article 5 countries for a full time national ozone officer, who is a key player in helping countries meet their Montreal Protocol deadlines. Thus a threshold level of US \$30,000 is made available to countries, provided that they assign a full-time ozone officer to manage the ozone unit and that a national licensing system to control ODS imports is in place.. Article 5 countries have the flexibility to submit requests for institutional strengthening funding either as part of their HPMPs or separately, as they so chose (decision 59/17)). At the 60th Meeting the Executive Committee decided to maintain IS support at current levels and would review continued IS funding at those levels at its first meeting in 2015.

See Institutional Strengthening. Section X of Policies, Procedures, Guidelines and Criteria.

A summary of the development of rules and policies for the funding of institutional strengthening projects as at November 2005 can be found in Annex I of document UNEP/OzL.Pro/ExCom/47/53 and in document UNEP/OzL.Pro/ExCom/61/49 (Institutional strengthening: Options for funding and formats for renewal requests).

ODS disposal projects

Following decision XX/7 of the 20th MOP, the Executive Committee approved interim guidelines for the funding of demonstration projects for the disposal of ODS which set out the conditions under which a limited number of demonstration projects would be approved, the information requirements for project preparation requests and project submissions including sources of funding, and the annual reporting requirements of implementing agencies regarding progress and experiences gained (decisions 58/19). A limited number of projects were approved at the 59th, 60th, 61st and 62nd Meetings.

2.3.3. *Project review process*

Implementing agencies submit funding proposals for projects and activities to the Secretariat according to a strict timetable. All stage 1 HPMPs and sector plans must be submitted at least 14 weeks before an Executive Committee meeting. Other submissions must be submitted by an 8-week deadline. The Fund Secretariat will check that submissions from the agencies have all the relevant documentation. In addition a country's data reporting obligations must be up-to-date.

Web-based overview tables of multi-year agreements were developed by the Fund Secretariat to facilitate the review of requests for annual tranches of multi-year projects (CFC phase-out plans). Each overview includes the latest Article 7 and country programme ODS consumption and production data (in ODP values), the amounts phased-out by the project, project costs, the tranche submission schedule, information on national policies and on the results of completed activities as well as the annual implementation plan. The overview tables are available through the intranet and the system is also used to generate the project cover sheet in project proposal documents. The original system has been adapted to monitor and track HCFC phase-out management plans (HPMPs)(decisions 59/7).

Projects and activities that, by the date of the submission deadline before each meeting, do not contain the information or components necessary for the project to be considered as potentially approvable, are not included in meeting documentation for that meeting.

The Secretariat advises the Executive Committee of proposals received but not included in meeting documentation, together with the reasons for non-inclusion (decision 50/14).

Proposals for investment projects and activities are reviewed by the Secretariat based on the rules and policies governing the determination of incremental costs. These criteria and guidelines have evolved through successive decisions made by the Executive Committee at their meetings. The Secretariat reviews proposals with the aim of reaching an agreement with the implementing agencies about technical and incremental cost aspects and also to identify any emerging policy issues to bring to the attention of the Executive Committee.

The proposals for investment projects and activities are submitted to the Executive Committee with a recommendation based on the review by the Fund Secretariat. Significant adjustments can be made to the project proposals during this process; for example level of costs and sometimes technology choice, and to take account of the policy decisions previously taken by the Committee. Projects which meet all the eligibility requirements and for which there are no policy or other issues outstanding, may be approved on the basis of the Secretariat's recommendation for blanket approval. The Executive Committee discusses and makes more complex decisions on any projects which raise policy issues.

2.3.4. Discussion of project proposals by the Committee

Proposals for projects and activities may be approved in two ways: as a blanket approval; or following discussion by the Committee. In exceptional cases the Executive Committee may decide to proceed with an intersessional review and approval process. Since the 42nd meeting, all discussions on project review have taken place in the plenary of Executive Committee meetings. From time to time, a contact group may be formed to discuss a particular project or issue in more detail and report back to the plenary.

Route 1 – Projects in the list of 'blanket approval'

Projects which meet all the eligibility requirements and for which there are no policy or other issues outstanding, may be approved on the basis of the Secretariat's recommendation for blanket approval. This list can include tranches of multi-year agreements or national phase-out plans. The list of blanket approvals is submitted to a meeting in the **Overview of issues identified during project review**. The blanket list of projects and activities may be approved by the Executive Committee without any further discussion. The documentation for projects in the blanket approval list may be found in the **Work programmes** of agencies, the **Bilateral cooperation** document or in a **Project Proposal** document for the country concerned.

Route 2 – Projects for individual consideration

The Executive Committee discusses and makes more complex decisions on any projects which raise policy issues but are still potentially approvable. The Executive Committee considers these proposals for projects and activities individually and may approve them with or without a number of conditions. If the project is rejected, the implementing agency may submit it again at a future date, or seek alternate projects.

After approval

Following project approval, the Executive instructs the Treasurer to disburse funds to the appropriate implementing agency(ies). Following verification that proper project components are in place, the agency will disburse funds to involved project entities. On some occasions the Executive Committee approves funds for tranches of MYAs on condition that the release of funds is made only after fulfilment of a number of conditions. In order to monitor the fulfilment of these conditions, the lead implementing agency concerned coordinates and confirms with the Fund Secretariat that the conditions for release of funds have been met prior to disbursing the funds to the country concerned.

Within six months of project completion, the implementing agency should submit a project completion report to the Secretariat.

2.4. Monitoring

The Executive Committee has considered monitoring matters since its Fifth Meeting in 1991. The Fund Secretariat monitors activities at the project level and the agency level. By 1995, the Secretariat had developed a standard format for progress reporting which simplified oversight by the Executive Committee. Standard progress reports are submitted by implementing agencies to the Executive Committee once a year, normally at its second meeting. Bilateral and implementing agencies also submit data on projects with implementation delays to each meeting.

2.4.1. Performance of implementing agencies

At the second meeting of the year, the agencies provide an annual progress report on both the implementation of approved activities and projects. The information in these reports is used to assess the performance of implementing agency against approved performance indicators.

2.4.2. *Monitoring projects - implementation delays and cancellation*

Monitoring of projects involves periodic reporting to gauge the project's progress or lack of progress. The Secretariat scrutinizes data on the performance of projects reported by the implementing and bilateral agencies in their progress reports. Projects which are experiencing delays and projects with financial balances are monitored more closely and are reported to each Executive Committee meeting.

At each of its meeting the Executive Committee considers:

- project implementation delays;
- annual tranche submissions delays; and
- project cancellation.

The Executive Committee considers a consolidated report on project implementation delays prepared by the Fund Secretariat based on reports from bilateral and implementing agencies. From the 54th Meeting this report has been consolidated into the document **Status of implementation of delayed projects and prospects of Article 5 countries achieving compliance with the next control measures of the Montreal Protocol** presented to each meeting.

A project is classified as having a delay if it is to be completed over 12 months late or where disbursement occurred 18 months or more after project approval. Such projects are monitored at each meeting for progress and are subject to the Executive Committee's procedure for project cancellations. Note that the procedure only applies to stand-alone investment projects and is not used for institutional strengthening projects or multi-year agreements.

The Executive Committee considers cancelling a project with implementation delays that has experienced no progress for two consecutive Executive Committee meetings. At this point, countries and implementing agencies are required to agree deadlines for project milestones. The Executive Committee will inform the country of the possibility of cancellation by means of an official letter sent by the Secretariat that emphasizes the importance of the project and make suggestions for more positive ways to achieve compliance (decision 50/10). The project is automatically cancelled if the agreed deadlines for the project milestones are not met. In the vast majority of cases, projects are cancelled by mutual agreement between the implementing agencies and the Government of the country concerned. Automatic cancellation only occurs in about five per cent of cases.

The Fund Secretariat proactively seeks out information regarding causes for implementation delays, and addresses them in collaboration with the implementing agencies.

2.4.3. *Monitoring multi-year agreements*

Since 1999, multi-year agreements had increasingly become the predominant means for disbursement of Multilateral Fund resources. Under these agreements, implementing agencies are required to submit a verification report on the achievement of the ODS reduction targets specified in the agreements as a prerequisite for the release of the next tranche of funds. At the 46th Meeting the Executive Committee adopted new procedures for verifying national ODS reduction targets in these multi-year projects (decisions 46/38 and 46/39) so that further disbursements of funds to the projects can be approved. Verification data will be collected by means of a revised reporting format for the implementation of country programmes.

The Executive Committee monitors multi-year agreements through: progress/verification reports submitted with annual funding tranche requests; annual implementing agency progress and financial reports; annual monitoring and evaluation work programme and project completion reports. At the 47th Meeting, the Executive Committee adopted a number of measures to improve the accuracy of progress reporting on multi-year agreements (decision 47/50). The Committee requested implementing agencies to record phase-out according to the actual and real levels of consumption achieved through annual tranches of multi-year agreements. Implementing agencies were also requested to inform countries of the need to exceed the phase-out level indicated in an agreement where necessary to meet the obligations of the Montreal Protocol, as well as those cases where actual consumption or production data had resulted in changes to the phase-out indicated in the agreements. The Executive Committee also decided that there would be a separate sub-agenda item on delays in the submission of annual tranches and disbursement of funds for tranches and obligations. At the first meeting of the year the Executive Committee monitors tranche delays using the **Annual tranche submission delays** document. At the second and third meetings of the year information on tranche submission delays is included in the document presenting the review of the implementation of business plans under the agenda item "Status of resources and planning".

2.5. Evaluation

The evaluation process considers completed and on-going projects and provides information on the strengths and limitations of various types of projects and phase-out plans, the major causes of failures to reach targets, lessons learnt during implementation and recommendations for actions to improve performance of the Fund.

The Executive Committee started to address evaluation in 1995 at which time it approved the preparation of evaluation guidelines: for more information refer to the Evaluation Guide in Appendix XI.2 of the “Policy, Procedures, Guidelines and Criteria of the Multilateral Fund”. Henceforth, all project proposals included milestones for the completion of the various stages of the project. Completion reports are collected from bilateral and multilateral implementing agencies by the Fund Secretariat using standardized formats for different types of projects. The Secretariat consolidates the information from the agencies’ project completion reports including lessons learned reported in annual implementation reports on multi-year agreements (decision 48/12) into the **Consolidated project completion report**, for the Executive Committee’s consideration at the final meeting of each calendar year. Given the wealth of information in the lessons learned section of the project completion report, the Executive Committee asked all those involved in the preparation and implementation of projects to take them into consideration, and to facilitate discussion on lessons learned during regional network meetings (decision 50/8). A completion report format for completed multi-year projects would be addressed in 2011 (decision 62/6).

Evaluation activities are approved on an annual basis by the Executive Committee in the form of the Monitoring and Evaluation Work Programme. Evaluations are prepared by independent consultants under the coordination of the Senior Monitoring and Evaluation Officer (SMEO). The lessons and recommendations from evaluation studies are aimed at improving the focus and mode of implementation of projects by providing information on the strengths and limitations of various types of projects and phase-out plans, the major causes of delays and action taken to overcome difficulties (for example lessons from the evaluation of TPMPs are being taken into account in the preparation of HPMPs). The SMEO was requested to reflect, in the future work plan, the discussions held at the 58th Meeting regarding short-term and medium-term needs. (decision 58/5)

For further information see Evaluation Guide. Appendix XI.2. of Policies, Procedures, Guidelines and Criteria

APPENDIX 3. EXECUTIVE COMMITTEE MEETINGS

Terms of reference of the Executive Committee as modified by the Meeting of the Parties in its decisions IX/16, XVI/38 and XIX/11

1. The Executive Committee of the Parties is established to develop and monitor the implementation of specific operational policies, guidelines and administrative arrangements, including the disbursement of resources, for the purpose of achieving the objectives of the Multilateral Fund under the Financial Mechanism.

2. The Executive Committee shall consist of seven Parties from the group of Parties operating under paragraph 1 of Article 5 of the Protocol and seven Parties from the group of Parties not so operating. Each group shall select its Executive Committee members. Seven seats allocated to the group of Parties operating under paragraph 1 of Article 5 shall be allocated as follows: two seats to Parties of the African region, two seats to Parties of the region of Asia and the Pacific, two seats to Parties of the region of Latin America and the Caribbean, and one rotating seat among the regions referred, including the region of Eastern Europe and Central Asia. The members of the Executive Committee shall be endorsed by the Meeting of the Parties.

2 bis. The members of the Executive Committee whose selection was endorsed by the Eighth Meeting of the Parties shall remain in office until 31 December 1997. Thereafter, the term of office of the members of the Committee shall be the calendar year commencing on 1 January of the calendar year after the date of their endorsement by the Meeting of the Parties.

3. The Chairman and Vice-Chairman shall be selected from the fourteen Executive Committee members. The office of Chairman is subject to rotation, on an annual basis, between the Parties operating under paragraph 1 of Article 5 and the Parties not so operating. The group of Parties entitled to the chairmanship shall select the Chairman from among their members of the Executive Committee. The Vice-Chairman shall be selected by the other group from within their number.

4. Decisions by the Executive Committee shall be taken by consensus whenever possible. If all efforts at consensus have been exhausted and no agreement reached, decisions shall be taken by a two-thirds majority of the Parties present and voting, representing a majority of the Parties operating under paragraph 1 of Article 5 and a majority of the Parties not so operating present and voting.

5. The meetings of the Executive Committee shall be conducted in those official languages of the United Nations required by members of the Executive Committee. Nevertheless, the Executive Committee may agree to conduct its business in one of the United Nations official languages.

6. Costs of Executive Committee meetings, including travel and subsistence of Committee participants from Parties operating under paragraph 1 of Article 5, shall be disbursed from the Multilateral Fund as necessary.

7. The Executive Committee shall ensure that the expertise required to perform its functions is available to it.

8. The Executive Committee shall have the flexibility to hold two or three meetings annually, if it so decides, and shall report at each Meeting of the Parties on any decision taken there. The Executive Committee should consider meeting, when appropriate, in conjunction with other Montreal Protocol meetings.

9. The Executive Committee shall adopt other rules of procedure on a provisional basis and in accordance with paragraphs 1 to 8 of the present terms of reference. Such provisional rules of procedure shall be submitted to the next annual meeting of the Parties for endorsement. This procedure shall also be followed when such rules of procedure are amended.

10. The functions of the Executive Committee shall include:

- (a) To develop and monitor the implementation of specific operational policies, guidelines and administrative arrangements, including the disbursement of resources;
- (b) To develop the plan and budget for the Multilateral Fund, including allocation of Multilateral Fund resources among the agencies identified in paragraph 5 of Article 10 of the Amended Protocol;
- (c) To supervise and guide the administration of the Multilateral Fund;
- (d) To develop the criteria for project eligibility and guidelines for the implementation of activities supported by the Multilateral Fund;
- (e) To review regularly the performance reports on the implementation of activities supported by the Multilateral Fund;

- (f) To monitor and evaluate expenditure incurred under the Multilateral Fund;
- (g) To consider and, where appropriate, approve country programmes for compliance with the Protocol and, in the context of those country programmes, assess and where applicable approve all project proposals or groups of project proposals where the agreed incremental costs exceed \$500,000;
- (h) To review any disagreement by a Party operating under paragraph 1 of Article 5 with any decision taken with regard to a request for financing by that Party of a project or projects where the agreed incremental costs are less than \$500,000;
- (i) To assess annually whether the contributions through bilateral cooperation, including particular regional cases, comply with the criteria set out by the Parties for consideration as part of the contributions to the Multilateral Fund;
- (j) To report annually to the meeting of the Parties on the activities exercised under the functions outlined above, and to make recommendations as appropriate;
- (k) To nominate, for appointment by the Executive Director of UNEP, the Chief Officer of the Fund Secretariat, who shall work under the Executive Committee and report to it; and
- (l) To perform such other functions as may be assigned to it by the Meeting of the Parties.

Rules of procedure for Meetings of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol

APPLICABILITY

Unless otherwise provided for by the Montreal Protocol or by the decision of the Parties, or excluded by the Rules of Procedure hereunder, the Rules of Procedures for meetings of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer shall apply mutatis mutandis to the proceedings of any meeting of the Executive Committee.

Rule 1

These Rules of procedure shall apply to any meeting of the Executive Committee for the Interim Multilateral Fund under the Protocol on Substances that Deplete the Ozone Layer convened in accordance with Article 11 of the Protocol.

DEFINITIONS

Rule 2

For the purposes of these rules:

1. "Executive Committee" means the Executive Committee for the Interim Multilateral Fund as established by decision II/8 at the Second Meeting of the Parties to the Montreal Protocol.
2. "Committee members" means Parties selected as members of the Executive Committee for the Interim Multilateral Fund.
3. "Meeting" means any meeting of the Executive Committee for the Interim Multilateral Fund.
4. "Chairman" means the Committee member selected Chairman of the Executive Committee.
5. "Secretariat" means the Multilateral Fund Secretariat.
6. "Fund" means the Interim Multilateral Fund.

PLACE OF MEETINGS

Rule 3

The meetings of the Executive Committee shall take place at the seat of the Fund Secretariat, unless other appropriate arrangements are made by the Fund Secretariat in consultation with the Executive Committee.

DATES OF MEETINGS

Rule 4

1. Meetings of the Executive Committee shall be held at least twice every year.

2. At each meeting, the Executive Committee shall fix the opening date and duration of the next meeting.

“The Executive Committee shall have the flexibility to hold two or three meetings annually, if it so decides, and shall report at each Meeting of the Parties on any decision taken there. The Executive Committee should consider meeting, when appropriate, in conjunction with other Montreal Protocol meetings.” (Paragraph 8 of the “Terms of reference of the Executive Committee” as modified by the Meeting of the Parties in its decision XIX/11.

Rule 5

The Secretariat shall notify all Committee members of the dates and venue of meetings at least six weeks before the meeting.

OBSERVERS

Rule 6

1. The Secretariat shall notify the President of the Bureau and the implementing agencies *inter alia* UNEP, UNDP and the World Bank of any meeting of the Executive Committee so that they may participate as observers.

2. Such observers may, upon invitation of the Chairman, participate without the right to vote in the proceedings of any meeting.

Rule 7

1. The Secretariat shall notify any body or agency, whether national or international, governmental or nongovernmental, qualified in the field related to the work of the Executive Committee, that has informed the Secretariat of its wishes to be represented, of any meeting so that it may be represented by an observer subject to the condition that their admission to the meeting is not objected to by at least one third of the Parties present at the meeting. However, the Executive Committee may determine that any portion of its meetings involving sensitive matters may be closed to observers. Nongovernmental observers should include observers from developing and developed countries and their total number should be limited as far as possible.

2. Such observers may, upon invitation of the Chairman and if there is no objection from the Committee members present, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency which they represent.

AGENDA

Rule 8

In agreement with the Chairman and the Vice Chairman, the Secretariat shall prepare the provisional agenda for each meeting.

Rule 9

The Secretariat shall report to the meeting on the administrative and financial implications of all substantive agenda items submitted to the meeting, before they are considered by it. Unless the meeting decides otherwise, no such item shall be considered until at least twenty-four hours after the meeting has received the Secretariat's report on the administrative and financial implications.

Rule 10

Any item of the agenda of any meeting, consideration of which has not been completed at the meeting, shall be included automatically in the agenda of the next meeting, unless otherwise decided by the Executive Committee.

REPRESENTATION AND CREDENTIALS

Rule 11

The Executive Committee shall consist of seven Parties from the group of Parties operating under paragraph 1 of Article 5 of the Protocol and seven Parties from the group of Parties not so operating. Each group shall select its Executive Committee members. The members of the Executive Committee shall be formally endorsed by the Meeting of the Parties.

Rule 12

Each Committee member shall be represented by an accredited representative who may be accompanied by such alternate representatives and advisers as may be required.

OFFICERS

Rule 13

If the Chairman is temporarily unable to fulfil the obligation of the office, the Vice Chairman shall in the interim assume all the obligations and authorities of the Chairman.

Rule 14

If the Chairman or Vice Chairman is unable to complete the term of office the Committee members representing the group which selected that officer shall select a replacement to complete the term of office.

Rule 15

1. The Secretariat shall:

- (a) Make the necessary arrangements for the meetings of the Executive Committee, including the issue of invitations and preparation of documents and reports of the meeting;
- (b) Arrange for the custody and preservation of the documents of the meeting in the archives of the international organization designated as secretariat of the Convention; and
- (c) Generally perform all other functions that the Executive Committee may require.

Rule 16

The Chief Officer of the Secretariat shall be the Secretary of any meeting of the Executive Committee.

VOTING

Rule 17

Decisions of the Executive Committee shall be taken by consensus whenever possible. If all efforts at consensus have been exhausted and no agreement reached, decisions shall be taken by a two thirds majority of the Parties present and voting, representing a majority of the Parties operating under paragraph 1 of Article 5 and a majority of the Parties not so operating present and voting.

LANGUAGES

Rule 18

The meeting of the Executive Committee shall be conducted in those official languages of the United Nations required by members of the Executive Committee. Nevertheless the Executive Committee may agree to conduct its business in one of the United Nations official languages.

AMENDMENTS TO RULES OF PROCEDURE

Rule 19

These rules of procedure may be amended according to Rule 17 above and formally endorsed by the Meeting of the Parties to the Montreal Protocol.

OVERRIDING AUTHORITY OF THE PROTOCOL

Rule 20


In the event of any conflict between any provision of these rules and any provision of the Protocol, the Protocol shall prevail.

DECISIONS PERTAINING TO MEETING COSTS

Costs of meetings, including travel and subsistence of Executive Committee participants from Parties operating under paragraph 1 of Article 5 shall be disbursed from the Multilateral Fund as necessary.

(UNEP/OzL.Pro/2/3 Appendix II of decision II/8, para. 6).

(UNEP/OzL.Pro/4/15 Annex X to decision IV/8, para. 6).



The Executive Committee decided that budget line 3301 could be used to support travel of the Chairperson or Vice-Chairperson of the Executive Committee, irrespective of whether or not they represented countries operating under paragraph 1 of Article 5, if such travel was required to enable the Chairperson or Vice-Chairperson to represent the Executive Committee.

(UNEP/OzL.Pro/ExCom/11/36, para. 24).

The Executive Committee decided in 1992 that when the President of the Bureau of the Meeting of the Parties to the Montreal Protocol is a national of a developing country operating under Article 5, paragraph 1, the costs of travel and daily subsistence allowance for his/her attendance or attendance of his/her representative as observer at the meeting should be paid from the Fund.

(UNEP/OzL.Pro/ExCom/5/16, para. 65).

Table 1. Standard agenda item and associated documents

Agenda Items and sub-items	Document associated with item
Opening of the meeting	
Organizational matters	
<ul style="list-style-type: none"> Adoption of the agenda 	Provisional agenda & Provisional annotated agenda
<ul style="list-style-type: none"> Organization of work 	Provisional agenda & Provisional annotated agenda
Secretariat activities	Secretariat activities
Status of contributions and disbursements	Status of contributions and disbursements
Status of resources and planning	
<ul style="list-style-type: none"> Report on balances and availability of resources 	Report on balances and availability of resources
<ul style="list-style-type: none"> Status of implementation of delayed projects and prospects of Article 5 countries achieving compliance with the next control measures of the Montreal Protocol 	Status of implementation of delayed projects and prospects of Article 5 countries achieving compliance with the next control measures of the Montreal Protocol Formerly: Status/prospects of Article 5 countries in achieving compliance with the initial and intermediate control measures of the Montreal Protocol
Business planning	<i>Note that different business planning activities have to take place at different points in the annual cycle. See tables 2, 3 and 4 for details.</i>
Programme implementation	
<ul style="list-style-type: none"> Evaluation activities 	Specific reports on evaluation activities and other related documents
<ul style="list-style-type: none"> Annual tranche submission delays 	Annual tranche submission delays <i>This item has a separate document for the first meeting. For the second and third meetings, this item is part of the document presenting the review of the current year's business plan.</i>
<ul style="list-style-type: none"> Report on implementation of approved projects with specific reporting requirements 	Report on implementation of approved projects with specific reporting requirements
Project proposals	
<ul style="list-style-type: none"> Overview of issues identified during project review 	Overview of issues identified during project review
<ul style="list-style-type: none"> Bilateral cooperation 	Bilateral Cooperation
<ul style="list-style-type: none"> [Amendments to] work programmes for [year] 	(Amendment to) work programme for [year] of UNEP (Amendment to) work programme for [year] of UNDP (Amendment to) work programme for [year] of UNIDO (Amendment to) work programme for [year] of the World Bank
<ul style="list-style-type: none"> Investment projects 	Project proposal(s): [country]
Country Programmes	Country Programme of [country]
Specific policy issues	Documents as necessary
Other matters	
Adoption of the report of the meeting	L.1 - Draft report of the [number] meeting of the Executive Committee.
Closure of the meeting	

Table 2. Agenda items and sub-items occurring at the first meeting of the year

Agenda Items/sub-item	Documents associated with agenda item
Status of resources and planning	
<ul style="list-style-type: none"> Financial planning for the triennium <i>This item occurs once every three years.</i> 	Financial planning for the triennium [year-year]
Three-year Business plans	
<ul style="list-style-type: none"> Three-year consolidated business plan of the Multilateral Fund 	Three-year consolidated business plan of the Multilateral Fund
<ul style="list-style-type: none"> [year – year] business plans <i>(Individual three-year business plans for bilateral agencies and multilateral agencies)</i> 	[year] business plans for bilateral agencies Business plan for the year [year] of [agency]

Table 3. Additional agenda items and sub-items occurring at the second meeting of the year

Agenda Items/sub-item	Documents associated with agenda item
Status of resources and planning	
<ul style="list-style-type: none"> [current year] business plans and annual tranche submission delays 	[current year] business plans and annual tranche submission delays <i>A review of current year's business plans of the agencies in light of approvals made at the first meeting of the year and submissions to the second meeting including information on annual tranche submission delays.</i>
Programme Implementation	
<ul style="list-style-type: none"> Progress reports as at 31 December of [preceding year] 	Consolidated progress report Progress report of bilateral cooperation as at 31 December [year] Progress report of [agency] as at 31 December [year]
<ul style="list-style-type: none"> Evaluation of the implementation of the preceding year's business plans 	Evaluation of the implementation of the [year] business plans
Provisional [year] accounts	Provisional [year] accounts <i>Note that these are the accounts of the preceding year.</i>

Report of the Executive Committee to the [ordinal number] Meeting of the Parties (MOP)	Draft report of the Executive Committee to the [ordinal number] Meeting of the Parties <i>Note that the Report of the Executive Committee to the MOP may be considered at either the second or third meeting of the year depending on the timing of the MOP. The draft report is considered by the Executive Committee and, following the Executive Committee meeting, is updated by the Secretariat and cleared by the Chair and Vice Chair.</i>
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Table 4. Additional agenda items and sub-items occurring at the third meeting of the year

Agenda Items/sub-item	Documents associated with agenda item
Status of resources and planning	
<ul style="list-style-type: none"> [current year] business plans and annual tranche submission delays 	[current year] business plans and annual tranche submission delays <i>A review of current year's business plans of the agencies in light of approvals made at the first and second meetings of the year and submissions to the third meeting including annual tranches submission delays.</i>
<ul style="list-style-type: none"> Model rolling three-year phase-out plan¹⁰ 	Model rolling three-year phase-out plan: [year- year]
Programme implementation	
<ul style="list-style-type: none"> Consolidated project completion report 	[year] Consolidated project completion report
<ul style="list-style-type: none"> Draft Monitoring and Evaluation work programme for the following year 	Draft Monitoring and Evaluation work programme for the year [year]
Project proposals	
<ul style="list-style-type: none"> Core unit costs for UNDP, UNIDO and the World Bank for the following year 	Core unit costs for UNDP, UNIDO and the World Bank for [year]
<ul style="list-style-type: none"> Compliance Assistance Programme (CAP) budget and work programme for UNEP for the following year 	Compliance Assistance Programme (CAP) budget and work programme for UNEP for the following year [year]
Accounts of the Multilateral Fund	
<ul style="list-style-type: none"> Final [year] accounts 	Final accounts of [year] <i>Note that these are the accounts of the preceding year</i>

¹⁰ Note decision 62/5. In light of the business planning approach agreed for the period 2010-2014, the Committee did not take its usual step of adopting the 2011-2013 model rolling three-year phase-out plan as a flexible guide for resource planning for the corresponding period. The actual baseline for HCFC compliance might only be known at the end of 2011 and thus it would appear to be preferable to update the model three year rolling phase-out plan once the HCFC baseline had been established.



<ul style="list-style-type: none">• Reconciliation of the accounts	Reconciliation of the [year] accounts
Revised three-year budget the Fund Secretariat	Revised [year1, year2] and proposed [year 3] budgets of the Fund Secretariat
Report of the Executive Committee to the [ordinal number] Meeting of the Parties (MOP)*	Draft report of the Executive Committee to the [ordinal number] Meeting of the Parties <i>Note that the Report of the Executive Committee to the MOP may be considered at either the second or third meeting of the year depending on the timing of the MOP. The draft report is considered by the Executive Committee and, following the Executive Committee meeting, is updated by the Secretariat and cleared by the Chair and Vice Chair.</i>

APPENDIX 4. LOGISTICS AND ARRANGEMENTS FOR MEETINGS

This section reviews the rules of procedure of meetings of the Executive Committee relevant to the logistical aspects of meetings and also provides details of the practical arrangements for meeting participants. Specific information relating to an upcoming meeting can be found in the General Information Note issued by the Secretariat approximately six weeks before the meeting.

4.1. Pre-session: before the meeting

4.1.1. *Preparation of the agenda*

The provisional agenda for the meeting is prepared by the Secretariat in agreement with the Chair and Vice-Chair of the Executive Committee and is sent to Executive Committee members together with the letters of invitation at least six weeks before the meeting.

The agenda contains a number of standard items (see Table 1) and other items that are related to the Executive Committee's annual cycle. Tables 2, 3 and 4 shows items that are specific to the first, second and third meetings of the year. There may also be policy issues which respond to specific decisions either from the Executive Committee or the Parties to the Montreal Protocol.

4.1.2. *Representation and attendance*

The Secretariat notifies Executive Committee members of the dates and venue of meetings at least six weeks before the meeting. Invitations are sent to the 14 members of the Executive Committee.

The Secretariat also notifies the following individuals/bodies, who/which are authorized to participate as observers. Observers are allowed, upon invitation of the Chair, to participate without the right to vote in the proceedings of any meeting. These include:

- representatives of the implementing agencies
- representatives of the Ozone Secretariat
- the President of the Bureau of the Meeting of the Parties
- the President and Vice-President of the Implementation Committee

Furthermore the Secretariat notifies NGOs and other organizations qualified in the field related to the work of the Executive Committee that has informed the Secretariat of its wishes to be represented at meetings. These bodies can only attend provided there is no objection from the Committee members. Apart from the above, Executive Committee meetings are not open to the general public.

4.1.3. Letter of invitation

Executive Committee members should reply to the invitation as soon as possible providing names of their delegation including those from any co-opted countries. It is important that Executive Committee members from Article 5 countries indicate up to three representatives selected to receive financial support.

Information on logistics is prepared as an Information Note and sent to members by email. This provides practical details on the meeting venue, local hotels rates and information on how to access meeting documents on the intranet. Participants make their travel and hotel arrangements except for those who receive financial support whose travel is arranged by the Secretariat.

4.1.4. Financial and other support

Financial support, including the cost of travel and a subsistence allowance for each day of the meeting, is provided from the Multilateral Fund to the following:

- Executive Committee participants from Article 5 countries. Three attendees from each delegation are supported;
- the President of the Bureau of the Meeting of the Parties to the Montreal Protocol if she/he is a national of an Article 5 country.

The Fund Secretariat will provide all Executive Committee members with assistance to obtain any visas necessary for attending the meeting.

4.1.5. Time and venue of meetings

Meetings of the Executive Committee take place three times per year in March/April, June/July and November/December and are usually held in Montreal, Canada (Rule 3). The ICAO premises on 999 University Street have been the venue for several years.

The Executive Committee may decide to hold a meeting outside Montreal if, for example, the timings of the Montreal Protocol and Executive Committee meetings

coincide. The Executive Committee considers meeting, when appropriate, in conjunction with other Montreal Protocol meetings (decision XIX/11) and thus the two secretariats coordinate arrangements to the greatest extent possible.

In order for the meeting to take place outside Montreal, the Executive Committee will require an invitation from the host country. Following this invitation the Fund Secretariat can arrange a host country agreement. The extra costs of such meetings, if any, should be borne by the host country. In the event that the host country cannot cover the extra costs, these costs must be borne from the Secretariat budget.

4.1.6. *Meeting documents*

Meeting documents are normally available for each agenda item and are usually written in English. Electronic documents are published on the intranet as soon as they are cleared by the Chief Officer of the Secretariat. Documents are available to meeting participants four weeks before the start of the meeting. All documents, with the exception of information documents, are translated into all the United Nations official languages of the member countries of the Executive Committee. Translated documents are usually available on the intranet approximately 7 days following the issuance of the English documents. For environmental and economic reasons, paper copies of documents are no longer dispatched to participants. Participants are asked to use electronic versions of documents and to bring a laptop to meetings in order to consult and access downloaded or online documents.

Since the 45th meeting, all Executive Committee documents have been for "GENERAL" distribution. Occasionally documents may be for "LIMITED" distribution, and are distributed in the first instance to the Executive Committee and assigned the "GENERAL" distribution status following the Executive Committee's meeting. The Executive Committee decided to restrict access to any project documents that a Party requested to be classified as restricted until the Executive Committee's consideration of the matter. Documents with a "GENERAL" distribution status are made available on the public web site four weeks before the meeting.

Occasionally a corrigendum or addendum to a document may be issued or a document may not be ready by the four-week deadline. Executive Committee participants are alerted to the issuance of any such documents. All documents, with the exception of those indicating corrections or revisions, must be issued at least two weeks before the meeting. In the event that an Executive Committee Meeting was scheduled immediately following a session of the OEWG or MOP, all new documents should be made available

to Committee Members 15 days before the start of that Executive Committee Meeting (decision 59/35).

4.2. In-session: during a meeting

4.2.1. *Practical arrangements*

On arrival at the meeting venue, participants should register and for security reasons collect an identification badge.

4.2.2. *Schedule of meetings*

The Executive Committee normally meets daily in two sessions:

- 10 a.m. to 1 p.m.
- 3 p.m. to 6 p.m.

Night sessions may be arranged as and when they are needed. Meetings of any contact groups or presentations are arranged in consultation with the Secretariat at times adjacent to these meeting times.

4.2.3. *List of participants*

A list of meeting participants is circulated during the week of the meeting.

4.2.4. *Meeting management*

The Chair directs the proceedings of the meeting. If the Chair is temporarily unable to fulfil the obligation of the office, the Vice-Chair shall in the interim assume all the obligations and authorities of the Chair. If the Chair or Vice-Chair is unable to complete the term of office, the Committee members representing the group which selected that officer shall select a replacement to complete the term of office.

(UNEP/OzL.Pro/3/11 Appendix VI of Decision III/22 (Rules 13, 14))

Items on the agenda are normally considered in the order indicated in the provisional agenda unless the meeting decides to change the order of items during the agenda item "Organization of work".

Arrangements for meetings of sub-groups and contact groups will be made during the plenary session. The facilitator of any such group should inform the Secretariat as soon as possible on their requirements for a meeting room.

Comments, both oral and written, provided by members of the Executive Committee should be unified submissions delivered directly and solely in the name of the Executive Committee member (decision 35/62).

4.2.5. *Observers*

Occasionally the Executive Committee may decide that parts of its meetings involving sensitive matters may be closed to observers.

4.2.6. *Interpretation*

Simultaneous interpretation is provided during the plenary in all the United Nations official languages of the Executive Committee members. Interpretation is not normally provided for meetings of other groups unless this is pre-arranged with the Secretariat.

4.2.7. *Conference room papers*

During the meeting session the Secretariat may issue one or more conference room papers (CRPs). These papers are issued in English only and are often based on text drafted by meeting participants. Participants should provide the Secretariat with a copy of their draft text by email. CRPs are posted on the intranet.

4.2.8. *Preparation of the L.1 draft meeting report*

During the meeting the Secretariat prepares a draft report, the L.1 with the assistance of the team of report writers servicing the meeting. The Secretariat forwards a preliminary English version of the L.1 to the Chair for her/his comments before it is submitted to the Executive Committee.

The L.1 report is drafted in English and translated overnight in time for the start of the final meeting session of the week. Normally the L.1 report in all languages is available to Executive Committee members on the intranet one or two hours in advance of the final session of the meeting.

4.3. Post meeting

4.3.1. *Finalization of the meeting report*

The Secretariat finalizes the report in English based on the Executive Committee's comments made at the time of adoption of the L.1. Once the editing and proof-reading steps are finished, the report is translated into the official United Nations languages used by the Executive Committee.

4.3.2. *Communicating the outcome of the meeting*

The report is available to all Executive Committee members, other participants and to the Parties to the Montreal Protocol from the Multilateral Fund website and intranet. In order to make the outcome of the meeting more widely known, a news release is prepared and a document summarizing decisions made at the meeting is sent by e-mail to all meeting participants, Parties to the Montreal Protocol, and by UNEP DTIE to the Regional Network Officers of UNEP's CAP. The summary of decisions and news item are also placed on the Multilateral Fund intranet and public website.

The Chief Officer of the Fund Secretariat writes to relevant Article 5 countries informing them of relevant decisions affecting activities in their country including project approvals, cancellations, implementation delays, and tranche submission delays. Relevant implementing and bilateral agencies receive copies of these letters. The Secretariat also contacts bilateral and implementing agencies to follow up on relevant decisions and issues.

4.3.3. *Funds for approved projects and activities*

Following the meeting, the Secretariat instructs the Treasurer to transfer resources covering all the activities approved at the meeting to the implementing agencies, and/or to credit them as bilateral contributions of the relevant non-Article 5 Parties.

APPENDIX 5. REFERENCE INFORMATION

5.1. Organizations and people

Names, addresses and principal contacts for the Executive Committee Members, the Fund Secretariat, implementing agencies, bilateral agencies, and the Treasurer can be found in the directory available with this primer.

5.2. Publications, information resources and databases

5.2.1. *Fund Secretariat – Publications*

Creating a real change. June 2006.

The Secretariat prepared a leaflet about the Multilateral Fund for distribution at the 25th OEWG. The leaflet is targeted at government policy-makers and focuses on the characteristics of the Fund and its achievements.

Printed leaflet. PDF is available at www.multilateralfund.org

Creating a real change for the environment. September 2007.

This booklet was originally prepared on the occasion of the 20th Anniversary of the Vienna Convention for the Protection of the Ozone Layer and was updated for the 20th Anniversary of the Montreal Protocol with the assistance of the Government of Canada. It provides an overview of the lessons learned by the Multilateral Fund since 1991, and also presents some of the challenges and opportunities that lie ahead.

Printed booklet. PDF is available at www.multilateralfund.org.

A Culture of Success. September 2007.

An interactive video on CD was produced to mark the 20th anniversary of the Montreal Protocol on Substances that Deplete the Ozone Layer. The CD contains not only an overview video, but also another 90 minutes of video interviews, text and images that can be accessed through an interactive menu. A Culture of Success tells the story of the Multilateral Fund and its achievement in the words of some of the people who made substantive contributions to make the Fund a success. Twenty-four interviewees talk about the Multilateral Fund, lessons learned and the challenges and opportunities that lie ahead.

CD. An online version is also available at www.unmfs.org/live_version/library.html.

Monitoring, evaluation and institutional learning, September 2007.

A fact sheet on monitoring, evaluation and institutional learning was published on 16 September 2007. An extended version of the brief fact sheet is also available on the Multilateral Fund website in the Evaluation Library section.

Printed booklet. PDF available at www.multilaterafund.org.

5.2.2. Fund Secretariat – Information resources and databases**Multilateral Fund public website**

The site provides general information on the Multilateral Fund, its history, institutional arrangements, and achievements. It includes a comprehensive documents section with meeting reports, meeting summaries, press releases and policy & procedures. The site also includes full meeting documentation from the 46th Meeting onwards.

Online resource. <http://www.multilateralfund.org>

Multilateral Fund intranet

The intranet can be accessed via the public web site <http://www.multilateralfund.org> through the “Intranet” option on the menu. The intranet contains web sites for each meeting from the 27th meeting onwards. Each site contains meeting documents and from the 39th Meeting includes a summary of decisions. Production sector documents, an evaluation document library, and links to key documents and key web sites can also be found. The intranet also provides a gateway to other information resources such as the MYA database.

Online resource. <http://intranet.unmfs.org/Executive%20Committee/default.aspx>

Balances summary database

The database includes data on projects that had been completed 12 months previously but had significant levels of remaining balances from the funds approved by the Executive Committee. The Secretariat started maintaining these data in 1999 which are updated at every meeting. Data include funds approved, funds disbursed, funds returned, funds obligated and unobligated.

Available on request. Format: Excel.

Business plans database

A summary of the three-year business planning of the Multilateral Fund to address certain amounts of ODSs for specific countries during the triennium to enable compliance with the Protocol control measure. The Secretariat started maintaining these data in 1996 and the database is updated every year. Data include three-year planning values and levels of ODS phase-out.

Available on request. Format: Excel.

Consolidated progress report database

The database summarises progress and financial information on projects provided by implementing and bilateral agencies. The Secretariat started maintaining these data in 1991 and the database is updated every year. Data include the percentage of projects completed, ODP phased out, and per cent of funds disbursed.

Available on request. Format: Excel .

Country programme summary sheets

This compendium presents relevant information for each Article 5 country on issues related to the Montreal Protocol. Information is provided only on those countries for which country programmes have been approved by the Executive Committee of the Multilateral Fund. Information is presented by country and each country summary contains general information such as the agency responsible for the country programme, status of ratification of relevant conventions (Montreal Protocol and Vienna Convention), information on production and consumption of controlled substances, data on the country programme and the country's strategy, and a profile of approved projects and activities.

Available on <http://www.multilateralfund.org> and the intranet. Format:PDF and Access

Implementation delay summary database

A summary of ongoing projects that were classified as projects with implementation delays, i.e. projects expected to be completed over 12 months late or where disbursement occurred 18 months after approvals. The Secretariat started maintaining these data in 1998 and the database is updated every meeting. Data includes new progress report remarks, assessment of progress and category of delays.

Available on request. Format: Excel.

Inventory of approved projects

Provides general information about projects approved by the Executive Committee, including the country or region, the sector, the Executive Committee meeting at which it was approved and the type of project, implementing agency, ODS phase-out and funds approved and disbursed.

Printed compendium.

Available on request. Format: PDF and Access

Multi-year agreements database

Web-based overview tables of multi-year agreements (MYAs) facilitate the review of requests for annual tranches of multi-year projects. MYA tables include the latest Article 7 and country programme ODP consumption and production data, the ODS phased-out by ODP and by the project, project costs, the tranche submission schedule, information on

national policies and on the results of completed activities as well as the annual implementation plan. The overview tables are available through the intranet. The MYA database is used to generate the project cover sheet in project proposal documents.

Online resource available from the intranet: <http://intranet.unmfs.org/mya>

Phase-out plans and projects

This document contains the texts of all agreements and associated Executive Committee decisions pertaining a country's phase-out plans and multi-year projects except HPMPs. Information is arranged by alphabetical order of country name.

Printed compendium. PDF available from <http://www.multilateralfund.org>.

HCFC Phase-out management plans

This document contains the texts of all agreements and associated Executive Committee decisions pertaining to a country's HPMP. Information is arranged by alphabetical order of country name.

PDF available from <http://www.multilateralfund.org>.

Policies, procedures, guidelines and criteria of the Multilateral Fund

All the decisions of the Executive Committee as well as the decisions of the Parties relating to the Multilateral Fund are compiled and updated after every meeting of the Executive Committee and of the Parties by the Fund Secretariat into a document called **Policies, Procedures, Guidelines and Criteria**. The policies, procedures, guidelines and/or criteria are divided into 11 sections: Financial Mechanism, Executive Committee, Fund Secretariat, Bilateral Cooperation, Implementing Agencies, Article 5 Parties, Controlled substances, Country Programmes, Project proposals, Institutional Strengthening, Monitoring & Evaluation. Each section is grouped by subject area. Description provided for each entry is quoted from the Report of the Executive Committee or the Report of Meeting of the Parties to the Montreal Protocol in which the entry was adopted. Source documents and their meeting, date, are also indicated. A list of any supporting Executive Committee or Meeting of the Parties (MOP) documents is also provided for entries mainly related to procedures and guidelines. The document also provides a list of Executive Committee or MOP documents used in the preparation of the PPGC and dates and venues of the Meetings of the Parties to the Montreal Protocol and the Executive Committee of the Multilateral Fund. Printed compendium. PDF and searchable database available at <http://www.multilateralfund.org>.

See also Section 5.4. Index of Final Reports of the Executive Committee

5.2.3. *Executive Committee documents on HCFC policy issues*

UNEP/OzL.Pro/ExCom/53/60	Options for assessing and defining eligible incremental costs for HCFC consumption and production phase-out activities
UNEP/OzL.Pro/ExCom/54/53	Draft guidelines for the preparation and implementation of HCFC phase-out management plans
UNEP/OzL.Pro/ExCom/54/54, Corr.1 & Add.1	Preliminary discussion paper providing analysis on all relevant cost considerations surrounding the financing of HCFC phase-out (decision 53/37(i))
UNEP/OzL.Pro/ExCom/55/47	Revised analysis of relevant cost considerations surrounding the financing of HCFC phase-out (decisions 53/37(i) and 54/40)
UNEP/OzL.Pro/ExCom/56/13	Cost structure for determining funding levels for preparation of HCFC investment and associated activities (decision 55/13(d))
UNEP/OzL.Pro/ExCom/56/58 & Add.1	Issues related to relevant cost considerations surrounding the financing of HCFC phase-out (decision 55/43(g))
UNEP/OzL.Pro/ExCom/57/59	Prioritization of HCFC phase-out technologies to minimize other impacts on the environment
UNEP/OzL.Pro/ExCom/57/60	Second-stage conversions and determination of cut-off date for installation of HCFC-based manufacturing equipment
UNEP/OzL.Pro/ExCom/57/61	Further elaboration and analysis of issues pertaining to the phase-out of HCFC production sector (decision 56/64(a) and (b))
UNEP/OzL.Pro/ExCom/58/47	Analysis of new approaches on second-stage conversions, determination of cut-off date and other outstanding HCFC policy issues (decision 57/34)
UNEP/OzL.Pro/ExCom/59/51 & Add.1	Prioritization of HCFC phase-out technologies to minimize other impacts on the environment (decision 57/33 and paragraph 147 of the Report of the 58 th meeting of the Executive Committee)
UNEP/OzL.Pro/ExCom/59/52	Analysis of new approaches on second-stage conversions, determination of cut-off date and other outstanding HCFC policy issues
UNEP/OzL.Pro/ExCom/60/45	Relevant aspects of component upgrade in HCFC in conversion projects (decision 59/13(b))
UNEP/OzL.Pro/ExCom/60/46	Outstanding HCFC issues: cut-off date, level of incremental operating costs, funding provided to the servicing sector, and incremental capital costs (decision 59/46)
UNEP/OzL.Pro/ExCom/60/47	Cost for conversion of component manufacturing vs. incremental operating cost (decision 59/14)
UNEP/OzL.Pro/ExCom/61/50	Relevant aspects of component upgrade in HCFC conversion projects (decisions 59/13(b) and 60/43)
UNEP/OzL.Pro/ExCom/61/51	Cost for conversion of component manufacturing vs. incremental operating cost (decisions 59/14 and 60/45)
UNEP/OzL.Pro/ExCom/61/52	Revised template for draft agreements for HCFC phase-out management plans (decisions 59/16(b) and 60/46)
UNEP/OzL.Pro/ExCom/61/53	Consumption arising from HCFC-141b contained in pre-blended foam chemicals (polyols) (decision 59/12 and 60/50)
UNEP/OzL.Pro/ExCom/62/55	Incremental costs related to retooling for manufacturing heat exchangers (decision 61/45)
UNEP/OzL.Pro/ExCom/62/56 &	Report on the Multilateral Fund climate impact indicator (decision

Add.1	59/45)

5.2.4. *Information resources from the Ozone Secretariat*

Web site: <http://ozone.unep.org>

The Ozone Secretariat is the Secretariat for the Vienna Convention for the Protection of the Ozone Layer and for the Montreal Protocol on Substances that Deplete the Ozone Layer. This web site provides background information on the Montreal Protocol, access to Montreal Protocol meeting documents and reports. It also provides PDF version of the Ozone Secretariat's publications including the Handbook for the International Treaties for the Protection of the Ozone Layer. A section providing data reporting tools and access to Article 7 data by year, party, and Annex group of substances was added.

Handbook for the Montreal Protocol on Substances that Deplete the Ozone Layer

8th edition 2009. Ozone Secretariat.

The Handbook is intended to provide the reader with all details of the legal and policy actions taken by the world community to protect the ozone layer. It is divided into five sections. Section 1 provides the text of the Montreal Protocol, together with a summary of its control measures and has been modified to reflect the adjustment agreed at the 2007 Meeting of the Parties, dealing with HCFCs. Section 2 provides all the decisions of the annual Meetings of the Parties arranged by Article of the Protocol including the decisions adopted at the 18th, 19th and 20th meetings of the Parties, plus an index to the decisions. Section 3 contains the relevant annexes to the decision of the Parties including those on destruction procedures, essential use exemptions, assessment panels, critical use exemptions for methyl bromide, the non-compliance procedure, the Multilateral Fund, financial matters and declarations by the Parties. Section 4 deals with the Rules of Procedure for the meetings of the Parties to both the Vienna Convention and the Montreal Protocol. Section 5 provides a guide to sources of further information relevant to ozone protection. An electronic version is available to download at http://ozone.unep.org/Publications/MP_Handbook/MP-Handbook-2009.pdf).

Handbook for the Vienna Convention for the Protection of the Ozone Layer (1985)

8th edition 2009. Ozone Secretariat.

The Handbook, updated in 2009 to incorporate decisions of the e Eighth Conference of the Parties in Doha, Qatar, in November 2008, is divided into four main sections. Section 1 provides the full text of the Vienna Convention for the Protection of the Ozone Layer, and also includes the decisions of the Conferences of the Parties to the Convention, arranged under appropriate Articles. Section 2 provides all the decisions of the Conference of the

Parties in sub-sections relating to each article of the Convention. Section 3 deals with the Rules of Procedure for the meetings of the Parties to the Vienna Convention and the Meetings of the Parties to the Montreal Protocol. Section 4 is a general index by keyword. An electronic version is available to download at http://ozone.unep.org/Publications/VC_Handbook/VC-Handbook-2009.pdf.

5.2.5. *Websites of the implementing agencies*

UNDP

Website: <http://www.undp.org/chemicals/montrealprotocol.htm>

UNEP OzonAction

Website: <http://www.unep.org/ozonaction/>

UNIDO

Website: <http://www.unido.org/doc/5072>

An overview of UNIDO's Montreal Protocol related activities.

WORLD BANK

Website: <http://go.worldbank.org/KXM814CLA0>

5.2.6. *Websites of other conventions and related organizations*

Global Environment Facility

Website: <http://www.thegef.org>

The GEF funds projects in six focal areas, one of which is ozone depletion. The GEF funds projects that enable Countries with Economies in Transition (CEIT) including the Russian Federation and nations in Eastern Europe and central Asia to phase out their use of ozone destroying chemicals. The website includes information about participants and partners, its operational policies, focal areas and specific projects, and scheduled events and meetings. There is also a searchable database of GEF projects that includes information/data on projects and links to project and evaluation documents

Rotterdam Convention on Prior Informed Consent

Website: <http://www.pic.int>

The Rotterdam Convention, in force since 2004, covers the international trade of certain hazardous chemicals. It stipulates that the export of the most dangerous pesticides and

chemicals can only be authorised with the "prior informed consent" (PIC) of the receiving country. Information on the Rotterdam Convention including official documents of the Intergovernmental Negotiating Committee (INC), the Conference of Plenipotentiaries, the Interim Chemical Review Committee (ICRC), the Chemical Review Committee (CRC) and the Conference of the Parties and the PIC Circular.

The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal

Website: <http://www.basel.int>

The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal is a comprehensive global environmental agreement on hazardous and other wastes. This website provides information on the Convention, its Secretariat and associated meetings and includes documents, reports and publications.

Strategic Approach to International Chemicals Management (SAICM)

Website: <http://www.saicm.org>

UNEP Governing Council, at its seventh Special Session in February 2002, adopted a decision on a "Strategic Approach to International Chemicals Management" (SAICM). The Strategic Approach to International Chemicals Management (SAICM) initiative aims to create a global standard for the safe use of chemicals, especially as much of their production has shifted to developing countries. This web site contains information on SAICM implementation, and meetings and documents pertaining to the SAICM process.

The Stockholm Convention on Persistent Organic Pollutants (POPs)

Website: <http://chm.pops.int>

The Stockholm Convention is a global treaty to protect human health and the environment from persistent organic pollutants (POPs). POPs are chemicals that remain intact in the environment for long periods, become widely distributed geographically, accumulate in the fatty tissue of living organisms and are toxic to humans and wildlife. POPs circulate globally and can cause damage wherever they travel. The web site provides information on the convention, its programmes, Parties, partners and official documents and information on meetings. A new version of the Electronic Reporting System for national reports under Article 15 of the Convention is also available.

UNEP Chemicals

Website: <http://www.chem.unep.ch>

UNEP Chemicals works to protect humans and the environment from adverse effects caused by chemicals throughout their lifecycle, and hazardous waste. It is the focal point of UNEP activities on chemicals issues and the main catalytic force in the UN system for concerted global action on the environmentally sound management of hazardous chemicals. The web site include sections on UNEP's implementation of the Strategic Approach to International Chemicals Management (SAICM), the Mercury Programme, Persistent Organic Pollutants, mainstreaming of chemicals, pesticide activities, the chemical information network and links to chemicals related UNEP documents and publications.

United Nations Framework Convention on Climate Change

Website: <http://www.unfccc.int>

The Convention on Climate Change sets an overall framework for intergovernmental efforts to tackle the challenge posed by climate change. It recognizes that the climate system is a shared resource whose stability can be affected by industrial and other emissions of carbon dioxide and other greenhouse gases. This site provides information on the Framework Convention, its Secretariat and associated meetings. It includes meeting documents, reports, publications and provides access to the websites of the Clean Development Mechanism (CDM, the Greenhouse Gas Inventory Data and the Technology Information Clearing House. This CDM section of the UNFCCC website includes background information and details on the CDM institutions, a description of project activity cycle in CDM, CDM statistics and documentation.

5.2.7. Other websites

Montreal Protocol Who's Who

This website provides biographical details of visionaries, innovators and implementers who are making the Montreal Protocol a global environmental success story.

Available at <http://www.unep.org/ozonAction/information/MontrealProtocolWhosWho.htm>

5.3. Useful acronyms

CAP	Compliance Assistance Programme
CEIT	Country with economies in transition
CFCs	Chlorofluorocarbons
COP	Conference of the Parties
CRP	Conference room paper
CTC	Carbon tetrachloride
FERM	Fixed-exchange-rate mechanism

GEF	Global Environment Facility
HAP	Hydrocarbon aerosol propellant
HCFC	Hydrochlorofluorocarbons
HFC	Hydrofluorocarbons
HPMP	HCFC phase-out management plan
IBRD	International Bank for Reconstruction and Development
ICAO	International Civil Aviation Organization
LVC	Low-volume-consuming (countries)
NCP	National CFC phase-out plans (NCP)
NPP	National phase-out plans
MAC	mobile air-conditioning
MB	methyl bromide
MCII	Multilateral Fund climate impact indicator
MDI	Metered-dose inhaler
MOP	Meeting of the Parties to the Montreal Protocol
MYA	Multi-year agreement
NGO	Non governmental organization
NOU	National ozone unit
NPP	National phase-out plan
ODP	Ozone depleting potential
ODS	Ozone-depleting substance
OEWG	Open-Ended Working Group Meeting
RMP	Refrigerant management plan
SEAP	South Asia and South East Asia and the Pacific (SEAP) Network
TCA	Trichloroethane
TEAP	Technology & Economic Assessment Panel
TOC	Technical Options Committees (of the TEAP)
TPMP	Terminal phase-out management plan
UNON	United Nations Office at Nairobi
UNDP	United Nations Development Programme.
UNEP	United Nations Environmental Programme.
UNEP DTIE	United Nations Environment Programme Division of Technology, Industry and Economics
UNIDO	United Nations Industrial Development Organization.

5.4. Index of Final Reports of the Executive Committee

Final reports of the Executive Committee include the full text of all decisions taken at that particular meeting. Since the 17th Executive Committee Meeting, each decision has been assigned a “decision number” consisting of the number of the meeting followed by forward slash (/) and a running number assigned to each decision of that meeting. For example “decision 49/6” is the sixth decision that was taken at the 49th Meeting. Since the 39th Meeting the most significant decisions and discussions of each meeting are summarized in a post-meeting summary available from the Multilateral Fund website.

Meeting	Document number of final report
1 st	OzL.Pro/ExCom/1/2
2 nd	UNEP/OzL.Pro/ExCom/2/5/Rev.1
3 rd	UNEP/OzL.Pro/ExCom/3/18/Rev.1
4 th	UNEP/OzL.Pro/ExCom/4/13/Rev.2
5 th	UNEP/OzL.Pro/ExCom/5/16
6 th	UNEP/OzL.Pro/ExCom/6/12
7 th	UNEP/OzL.Pro/ExCom/7/30
8 th	UNEP/OzL.Pro/ExCom/8/29
9 th	UNEP/OzL.Pro/ExCom/9/20
10 th	UNEP/OzL.Pro/ExCom/10/40
11 th	UNEP/OzL.Pro/ExCom/11/36
12 th	UNEP/OzL.Pro/ExCom/12/37
13 th	UNEP/OzL.Pro/ExCom/13/47
14 th	UNEP/OzL.Pro/ExCom/14/15
15 th	UNEP/OzL.Pro/ExCom/15/45
16 th	UNEP/OzL.Pro/ExCom/16/20
17 th	UNEP/OzL.Pro/ExCom/17/60
18 th	UNEP/OzL.Pro/ExCom/18/75
19 th	UNEP/OzL.Pro/ExCom/19/64
20 th	UNEP/OzL.Pro/ExCom/20/72
21 st	UNEP/OzL.Pro/ExCom/21/36
22 nd	UNEP/OzL.Pro/ExCom/22/79/Rev.1
23 rd	UNEP/OzL.Pro/ExCom/23/68
24 th	UNEP/OzL.Pro/ExCom/24/47
25 th	UNEP/OzL.Pro/ExCom/25/68
26 th	UNEP/OzL.Pro/ExCom/26/70
27 th	UNEP/OzL.Pro/ExCom/27/48
28 th	UNEP/OzL.Pro/ExCom/28/57
29 th	UNEP/OzL.Pro/ExCom/29/65
30 th	UNEP/OzL.Pro/ExCom/30/41
31 st	UNEP/OzL.Pro/ExCom/31/61
32 nd	UNEP/OzL.Pro/ExCom/32/44
33 th	UNEP/OzL.Pro/ExCom/33/32
33 rd	UNEP/OzL.Pro/ExCom/33/44
34 th	UNEP/OzL.Pro/ExCom/34/58

Meeting	Document number of final report
35 th	UNEP/OzL.Pro/ExCom/35/67
36 th	UNEP/OzL.Pro/ExCom/36/36
37 th	UNEP/OzL.Pro/ExCom/37/71
38 th	UNEP/OzL.Pro/ExCom/38/70/Rev.1
39 th	UNEP/OzL.Pro/ExCom/39/43
40 th	UNEP/OzL.Pro/ExCom/40/50
41 st	UNEP/OzL.Pro/ExCom/41/87 & Corr.1, 2 & 3
42 nd	UNEP/OzL.Pro/ExCom/42/54 & Corr.1
43 rd	UNEP/OzL.Pro/ExCom/43/61
43 rd	UNEP/OzL.Pro/ExCom/43/61/Corr.1
44 th	UNEP/OzL.Pro/ExCom/44/73 & Corr.1
45 th	UNEP/OzL.Pro/ExCom/45/55
46 th	UNEP/OzL.Pro/ExCom/46/47
47 th	UNEP/OzL.Pro/ExCom/47/61
48 th	UNEP/OzL.Pro/ExCom/48/45 & Corr.1
49 th	UNEP/OzL.Pro/ExCom/49/43
50 th	UNEP/OzL.Pro/ExCom/50/62
51 st	UNEP/OzL.Pro/ExCom/51/46
52 nd	UNEP/OzL.Pro/ExCom/52/55
53 rd	UNEP/OzL.Pro/ExCom/53/67
54 th	UNEP/OzL.Pro/ExCom/54/59
55 th	UNEP/OzL.Pro/ExCom/55/53 & Corr.1 & 2
56 th	UNEP/OzL.Pro/ExCom/56/64 & Corr.1
57 th	UNEP/OzL.Pro/ExCom/57/69
58 th	UNEP/OzL.Pro/ExCom/58/53 & Corr.1
59 th	UNEP/OzL.Pro/ExCom/59/59
60 th	UNEP/OzL.Pro/ExCom/60/54
61 st	UNEP/OzL.Pro/ExCom/61/58
62 nd	UNEP/OzL.Pro/ExCom/62/62