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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sixty-ninth Meeting
Montreal, 15-19 April 2013

SECRETARIAT ACTIVITIES

Introduction

1. This document presents the activities of the Secretariat since the 68th meeting of the Executive Committee.

Notification of the decisions of the 68th meeting of the Executive Committee

2. The Report of the 68th meeting of the Executive Committee (UNEP/OzL.Pro/ExCom/68/53 and Corr.1) containing its decisions was conveyed to all Executive Committee members, other participants of the 68th meeting and was placed on the Multilateral Fund's website in Arabic, Chinese, English, French and Spanish. Additionally, decisions related to project approvals, implementation delays and tranche submission delays were communicated to 61 Article 5 countries, and to the relevant bilateral and implementing agencies. A post meeting document summarizing decisions taken at the 68th meeting was sent by e-mail to all meeting participants, to UNEP OzonAction Branch for onward transmission to the regional networks, and was also placed on the Multilateral Fund's website.

Decisions of the 68th meeting requesting certain actions

3. The Secretariat sent instructions to the Treasurer to transfer funds to the four implementing agencies regarding the net allocations approved at the 68th meeting and to offset bilateral project approvals against the concerned countries' contributions.

Review of tasks in preparation for the 69th meeting

4. The Secretariat has undertaken the following tasks in preparation for the 69th meeting.

Status of resources and planning

Balances and availability of resources

5. For the preparation of document UNEP/OzL.Pro/ExCom/69/4 the Secretariat reviewed the obligated and unobligated balances from completed projects held by agencies, and any agency support costs associated with the funds remaining from those completed projects. The document includes a calculation of the total amount of resources available to the Executive Committee for approvals at the 69th meeting, which would be insufficient to fund all project proposals submitted to the 69th meeting.

Status reports and compliance

6. The Secretariat prepared documents UNEP/OzL.Pro/ExCom/69/5 and Add.1, Status reports and compliance, which provides: an update on the status of compliance by Article 5 countries with the Montreal Protocol's control measures; information on Article 5 countries that are subject to decisions of the Parties and recommendations of the Implementation Committee on compliance; data on the implementation of country programmes, including an analysis of ODS consumption data by sector plus a section that addresses the characteristics of national ODS phase-out programmes; information on projects with implementation delays and projects for which special status or specific detailed reports were requested.

2013-2015 business plans of the Multilateral Fund

7. The Fund Secretariat together with the bilateral and implementing agencies reviewed the business plans of the agencies at the Inter-agency coordination meeting (see paragraph 28). The agencies' plans address the years from 2013 to 2015 but also include activities expected until 2020. The Secretariat prepared a consolidated version of the agencies' 2013-2015 business plans, as document UNEP/OzL.Pro/ExCom/69/6, which includes information on resource allocation, multi-year agreements

(MYAs) and standard costs, HCFC activities and other activities, activities not required for compliance, adjustments based on existing Executive Committee decisions on business plans as submitted, and performance indicators.

Programme implementation

Monitoring and Evaluation

8. Following the consideration of the terms of reference for the second phase of the evaluation of the MYA projects at the 67th meeting (decision 67/7) the Senior Monitoring and Evaluation Officer (SMEO) together with a team of consultants carried out field visits to 8 countries (Bangladesh, Chile, China, Colombia, Egypt, Mexico, India, and Turkey) early in 2013 and prepared case study reports on each country as well as a final report of the evaluation (document UNEP/OzL.Pro/ExCom/69/12). The SMEO also prepared terms of reference for the desk study on the evaluation of the preparatory phase of phasing out of HCFCs, part of the 2013 monitoring and evaluation work programme as UNEP/OzL.Pro/ExCom/69/13.

Tranche submission delays

9. The Secretariat prepared information on the submission of tranches due to the 69th meeting as document UNEP/OzL.Pro/ExCom/69/14 and noted that 14 out of the 28 tranches of MYAs projects that were due to the meeting had been submitted.

Project review

10. The Secretariat prepared document UNEP/OzL.Pro/ExCom/69/15 which included an outline of and statistics on the 48 funding requests received from bilateral and implementing agencies for two new HPMPs, one HCFC production phase-out management plan (to be considered by the Sub-group on the Production Sector), tranches of approved MYAs for the phase-out of either HCFCs, methyl bromide or CFC (part of a tranche), two ODS destruction projects, and work programme activities (one project on promoting low global-warming potential refrigerants for air-conditioning sectors in high-ambient temperature countries, technical assistance for mapping of ODS alternatives, and 12 renewal requests for institutional strengthening projects), amounting to US \$321,934,670, including agency support costs where applicable.

11. Following the project review process, 21 projects and activities totalling US \$3,647,109 including support costs are recommended for blanket approval; 12 projects and activities (in the consumption and production sectors) totalling US \$314,142,120 including support costs (of which US \$88,217,360 is requested at the 69th meeting) are being forwarded for individual consideration by the Executive Committee. The HPMP for one country was withdrawn.

Draft guidelines for funding the preparation of stage II of HPMPs (decision 66/5)

12. Pursuant to decision 66/5 the Secretariat prepared draft guidelines to determine funding for the preparation of stage II of HPMPs (document UNEP/OzL.Pro/ExCom/69/33). The document took into account past decisions and guidance from the Executive Committee with regard to the phase-out of HCFCs and its corresponding costs (in particular decision 56/16 which provided an outline for the funding levels for the preparation of stage I HPMPs) and also benefitted from discussions and consultations with bilateral and implementing agencies at the inter-agency coordination meeting (see paragraph 28) in line with decision 66/5(c).

Report on the Multilateral Fund Climate Impact Indicator (MCII) (decisions 59/45, 62/62, 63/62, 64/51, 65/48, 66/53 and 67/32)

13. The Secretariat prepared a report on finalisation of the Multilateral Fund Climate Impact Indicator (MCII) as document UNEP/OzL.Pro/ExCom/69/34.

Fund transfers and information on any interest accrued on funds held by China for stage I of its HPMP, and historical implementation modalities of the Multilateral Fund (decision 68/22(a) and (b))

14. The Secretariat held discussion with relevant bilateral and implementing agencies regarding issues relating to decision 68/22 on funds held by China for Stage I of its HPMP at the inter-agency coordination Meeting (see paragraph 28) and also by means of a video conference held on 14 February 2013. Document UNEP/OzL.Pro/ExCom/69/35 was prepared for consideration by the Executive Committee and contains an overview of relevant background information, considers the issues of the interest accrued on funds held by China, the oversight of fund expenditure and provides recommendations for consideration by the Committee.

Operation of the Executive Committee (decision 61/48)

15. The Secretariat prepared document UNEP/OzL.Pro/ExCom/69/36 as a follow-up to decision 61/48 by which the Executive Committee decided to maintain the status quo of holding three meetings a year for at least 2011, 2012 and 2013 and to review the issue of the number of meetings per year at the first meeting of 2013 in view of the workload related to HPMPs and any other issues at that stage. The document presents the possibilities and impacts of a change in the operation of the Executive Committee, an analysis of a two-meeting scenario based on the current status of policies and guidelines adopted by the Executive Committee for the phase-out of HCFCs and the approval of HPMPs, and the future workload of the Executive Committee.

Recruitment process for the position of Chief Officer of the Multilateral Fund Secretariat (decisions 67/37 and 68/46)

16. The Secretariat prepared a report on activities undertaken pursuant to decision 68/46 as document UNEP/OzL.Pro/ExCom/69/37.

Decisions of the Parties at their Twenty-fourth Meeting regarding the evaluation of the financial mechanism

17. The Secretariat compiled document UNEP/OzL.Pro/ExCom/69/38, which contains the recommendations of the report on the 2012 evaluation of the financial mechanism of the Montreal Protocol and sets out the actions taken by the Multilateral Fund to address them as requested by decision XXIV/11 of the Meeting of the Parties to the Montreal Protocol.

HCFC Production sector

18. The Secretariat prepared a number of documents on HCFC production phase-out matters for the meeting of the Sub-group on the Production Sector which would be re-constituted at the 69th meeting. Production sector documents are available on a restricted area of the website and are limited to members of the Executive Committee.

Documents and policy papers prepared by the Fund Secretariat

19. Of the documents submitted for consideration at the 69th meeting, the following were prepared by the Fund Secretariat:

- Provisional agenda and annotated provisional agenda;
- Secretariat activities;
- Status of contributions and disbursements (jointly with the Treasurer);
- Report on balances and availability of resources;
- Status reports and compliance;
- Consolidated 2013-2015 business plan of the Multilateral Fund;
- Comments on agencies' business plans for the years 2013-2015;
- Final evaluation report of multi-year agreement projects;
- Terms of reference for the desk study on the evaluation of the preparatory phase of phasing out of HCFCs;
- Tranche submission delays;
- Overview of issues identified during project review;
- Bilateral cooperation;
- Comments and recommendations on the 2013 work programmes of UNEP, UNDP, UNIDO and the World Bank (4 documents);
- Project evaluation sheets, comments and recommendations on the projects and activities submitted to the 69th meeting (10 documents);
- Draft guidelines for funding the preparation of stage II of HCFC phase-out management plans (decision 66/5);
- Report on the Multilateral Fund Climate Impact Indicator (MCII) (decisions 59/45, 62/62, 63/62, 64/51, 65/48, 66/53 and 67/32);
- Fund transfers and information on any interest accrued on funds held by China for stage I of its HCFC phase-out management plan, and historical implementation modalities of the Multilateral Fund (decision 68/22(a) and (b));
- Operation of the Executive Committee (decision 61/48);
- Recruitment process for the position of Chief Officer of the Multilateral Fund Secretariat (decisions 67/37 and 68/46); and,
- Decisions of the Parties at their Twenty-fourth Meeting regarding the evaluation of the financial mechanism.

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

20. One senior officer participated in a meeting of the Global Environment Facility (GEF) Chemicals and Waste Technical Advisory Group (TAG). The meeting, comprising experts from different sectors including the Scientific and Technical Advisory Panel of the GEF, implementing agencies, relevant convention secretariats, civil society and private sector, was called by the GEF to provide feedback on the draft focal area strategy for chemicals and wastes to guide the sixth replenishment of the GEF (GEF-6). The draft strategy includes the Montreal Protocol related activities of the GEF. (See also paragraph 26).

Meetings attended and missions undertaken

Missions of the Chief Officer

New York, United States of America (December 2012)

21. At the invitation of the Director of the Montreal Protocol of UNDP, the Chief Officer visited UNDP Headquarters in New York on 10 December 2012 to mark the 25th anniversary of the Montreal Protocol. She also met with Ms. Helen Clark, UNDP Administrator together with Mr. Marco Gonzalez, Executive Secretary of the Ozone Secretariat, to present the activities of the Montreal Protocol and Multilateral Fund.

Nairobi, Kenya (16-25 February 2013)

22. The Chief Officer and the Senior Administrative and Fund Management Officer visited Nairobi to attend the First Universal Session of the Governing Council/Global Ministerial Environment Forum which took place in Nairobi from 18 to 22 February 2013 and discussions surrounding the relationship between UNEP and the Multilateral Environmental Agreements (MEAs) more specifically. The Chief Officer also took part in the retreat of UNEP's Senior Management Team on 23 February 2013.

23. The Chief Officer and the Senior Administrative and Fund Management Officer met with a number of senior UNEP and UNON staff in Nairobi regarding administrative, finance and human resource matters related to the Fund Secretariat.

24. On the return journey from Nairobi to Montreal the Chief Officer took the opportunity to meet with the Chair of the Executive Committee in London (United Kingdom) to discuss matters related to the Fund.

Missions of other staff

Washington D.C., United States of America (4-5 February 2013)

25. A Senior Programme Officer attended a meeting of the GEF Chemicals and Waste TAG at the GEF headquarters (see also paragraph 20).

Bangladesh, Chile, China, Colombia, Egypt, Mexico, India, and Turkey, (16 January to 28 February 2013)

26. The SMEO and a team of consultants made field visits to 8 countries as part of the process for the second phase of the evaluation of MYA projects (see paragraph 8).

Participation of the Fund Secretariat in events organized by UNEP Ozonation

27. A Senior Programme Officer from the Fund Secretariat participated remotely in two events organized by UNEP OzonAction. By means of an audio link he attended two lectures delivered as part of the Europe Central Asia Thematic Meeting on Training and Certification Schemes for Refrigeration and Air-Conditioning Technicians, which was held in Istanbul, Turkey from 21 to 22 February 2013. The same Senior Programme Officer provided a pre-recorded presentation on the decisions of the 68th meeting of the Executive Committee and issues to be addressed by the Executive Committee in 2013, for delivery at the Sub-Regional Network Meeting for Ozone Officers of the English-Speaking Caribbean and Haiti, which took place in St Kitts and Nevis from 18 to 22 March 2012. He also participated in the related questions and answers session during the network meeting by means of a video link.

Inter-agency coordination meeting

28. In order to facilitate preparations for the 69th meeting, the implementing agencies and the Fund Secretariat held an inter-agency coordination meeting in Montreal from 30 January to 1 February 2013. Participants included Secretariat staff, two bilateral agencies (Germany and Italy), representatives of all four implementing agencies, and the UNEP Treasurer. The meeting focused on business planning, project preparation for stage II HPMPs, and fund transfer, interest and implementation modalities in the China stage I HPMP as a follow-up to decision 68/22. In addition, a wide range of issues were discussed including inter alia financial planning for 2013-2015; project review issues related to the 69th meeting; HPMP project preparation guidelines for Stage II (decision 66/5(c)); the operation of the Executive

Committee (decision 61/48); practices and procedures related to cash advances; the review of HPMP consumption sector guidelines (follow-up to decision 60/4); and monitoring and evaluation matters.

Staff

29. The job opening for the post of Chief Officer was posted on Inspira, the United Nations Staff Selection System, with a closing date of 14 April 2013.

Preparation for the meetings of the Executive Committee

30. Logistic arrangements were made for the 69th meeting of the Executive Committee, to be held at the ICAO headquarters from 15 to 19 April 2013. Letters of invitation and passwords to access restricted areas of the website were provided to members of the Executive Committee, the President of the Bureau of the 24th Meeting of the Parties, the President and Vice President of the Implementation Committee, the Executive Director of UNEP, the Executive Secretary of the Ozone Secretariat, the implementing agencies and NGOs.

Information activities

31. The Multilateral Fund website was updated and a meeting site was created for the 69th meeting containing documents and logistical information. Documents for limited distribution were placed in a password-protected restricted area of the website.

32. The Fund Secretariat reviewed and updated the following databases, documents and operational guidelines in preparation for the 69th meeting:

- Inventory of Approved Projects as of December 2012;
- Country Programme Summary Sheets as of December 2012;
- Policies, Procedures, Guidelines and Criteria as of December 2012;
- HCFC phase-out plans and projects as of December 2012;
- Executive Committee Primer (2013);
- List of confidential documents (decision 67/34(c)).
