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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-fifth Meeting
Montreal, 16-20 November 2015

SECRETARIAT ACTIVITIES

Introduction

1. This document presents the activities of the Secretariat since the 74th meeting of the Executive Committee.¹

Actions taken following the 74th meeting of the Executive Committee

2. The Report of the 74th meeting² was conveyed to all Executive Committee members, other meeting participants, and also Mr. Achim Steiner, the UNEP Executive Director, and was placed on the Multilateral Fund's website³. Additionally, decisions related to project approvals, possible cancellations of projects, and tranche submission delays were communicated to 125 Article 5 countries, and the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken at the meeting was sent to meeting participants, to UNEP OzonAction Branch for onward transmission to the regional networks, and was also placed on the Multilateral Fund's website.

3. In response to decision 74/3(b)(ii)⁴, the Secretariat sent letter to the governments of nine contributing Parties⁵, which emphasized the need to make payments to the Multilateral Fund in accordance with the replenishments decided by the Parties, and proposed further discussions on the matter with the representative of the government in the margins of the 27th Meeting of the Parties (MOP).

¹ In response to decision 71/1, the document includes an annex, which summarizes the advice given by the Secretariat to other bodies and organizations.

² UNEP/OzL.Pro/ExCom/74/56.

³ www.multilateralfund.org.

⁴ The Secretariat was urged to strengthen outreach to contributing Parties that had outstanding contributions for one triennium or more.

⁵ Azerbaijan, Belarus, Greece, Israel, Lithuania, Portugal, Tajikistan, Ukraine and Uzbekistan,

4. Pursuant to decision 74/54, the Secretariat finalized the Report of the Executive Committee to the 27th MOP⁶. The report was cleared by the Chair of the Executive Committee and subsequently transmitted to the Ozone Secretariat.

5. The Secretariat had a number of interactions with the Secretariat of Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC), Climate Technology Centre and Network (CTCN), the Global Environment Facility (GEF), and the Green Climate Fund (GCF) (see paragraphs 25 to 30 respectively, for details).

Preparation for the 75th meeting of the Executive Committee

6. Logistic arrangements, including letter of invitation⁷, were made for the 75th meeting, to be held in Montreal from 16 to 20 November 2015.

7. The Secretariat prepared the documents for the 75th meeting⁸ as listed in document UNEP/OzL.Pro/ExCom/75/Inf.1. The Secretariat also prepared five documents for the meeting of the Sub-group on the Production Sector, which would take place in the margins of the 75th meeting⁹. The Secretariat also reviewed and updated databases, summary documents and operational guidelines¹⁰ as required.

8. A site containing meeting documents in Arabic, English, French, and Russian, and logistical information for the 75th meeting was created in the Multilateral Fund public website.

Meetings attended and missions undertaken

Missions of the Chief Officer

Vienna (Austria), 17-20 June 2015

9. The Chief Officer attended the UNEP MEA (Multilateral Environmental Agreement) Management Team (MMT) meeting, which was held in the Vienna International Centre (VIC). The meeting was hosted by the Executive Director and the Deputy Executive Director of UNEP. During the meeting, draft recommendations emanating from the two working groups of UNEP MEAs Task Team on the effectiveness of administrative arrangements and programmatic cooperation were discussed, and included, *inter alia* interactions between UNEP and the Secretariats¹¹, consideration of MEAs priorities in

⁶ The Report of the Executive Committee to the 27th Meeting of the Parties is available as document UNEP/OzL.Pro.27/10 on the Ozone Secretariat's website.

⁷ Letters were sent to members of the Executive Committee, the President of the Bureau of the Twenty-sixth MOP, the President and Vice President of the Implementation Committee Under the Non-Compliance Procedure of the Montreal Protocol, the Executive Director of UNEP, the Executive Secretary of the Ozone Secretariat, the implementing agencies, the Global Environment Facility (GEF), and non-governmental organizations.

⁸ The provisional agenda was prepared in consultation with the Chair and Vice-Chair of the Executive Committee. The Status of contributions and disbursements, the Final 2014 accounts, and the Reconciliation of the 2014 accounts were prepared jointly with the Treasurer of the Fund.

⁹ Limited distribution documents for the Sub-group are available on a restricted area of the website for members of the Executive Committee.

¹⁰ Inventory of approved projects as of May 2015; Policies, procedures, guidelines and criteria as of May 2015; the guide for the preparation of stage I of HPMPs; the guide for the presentation of the tranches of HPMPs; the guide for preparation of stage II of HPMPs; the guide for the presentation of stage II of HPMPs; the guide for the presentation of tranches of HCFC production sector phase-out management plans (HPPMPs); and a guide for the preparation and submission of additional projects to demonstrate climate friendly and energy-efficient alternative technologies to HCFCs and feasibility studies.

¹¹ The Secretariats attending the meeting were Ozone; Convention on Migratory Species; Convention on International Trade in Endangered Species; Basel, Rotterdam and Stockholm Conventions; Convention on Biological Diversity (unable to attend); Mediterranean Action Plan; and Multilateral Fund.

a more systematic manner, strengthening regional and sub-regional cooperation, assistance during the deployment of UMOJA, the United Nation Enterprise Resource Planning system.

10. The Chief Officer paid a courtesy visit to the Montreal Protocol Unit of UNIDO, which is located in the VIC, to discuss Multilateral Fund matters including the outcome of the 74th meeting.

Dubai, United Arab Emirates, 26 October-5 November 2015

11. The Chief Officer, Deputy Chief Officer, three senior programme officers, and the Senior Administrative and Fund Management Officer will attend the Montreal Protocol meeting hosted by the Government of the United Arab Emirates. Relevant representatives of the Secretariat will participate as observers in the 55th Meeting of the Implementation Committee Under the Non-Compliance Procedure of the Montreal Protocol (ImpCom), the Resumed 36th Meeting of the Open-ended Working Group of the Parties to the Montreal Protocol (OEWG), and the 27th MOP.

Missions of other staff

Paris (France), 20-28 July 2015

12. The Deputy Chief Officer accompanied by a programme officer attended the 36th OEWG and gave a presentation to the 54th meeting of the ImpCom on the status of ODS phase-out by Article 5 countries, countries at risk of non-compliance, and key Executive Committee decisions of relevance to the ImpCom. He had bilateral discussions and meetings in the margins with a member of the delegation of the Russian Federation to discuss matters relating to bilateral cooperation and with a representative of the Government of Israel on its bilateral progress report and outstanding contribution.

15 – 16 September 2015, Beijing, China

13. The Deputy Chief Officer participated in the International Seminar on Green Cooling and Heating Technologies, Energy Efficiency and Emission Reduction (15–16 September, 2015) where he gave a presentation on the technology selections for projects funded by Multilateral Fund to phase out HCFCs. Together with the Chair of the Executive Committee he took part in International Ozone Day celebrations including a ceremony and meeting to commemorate the 30th Anniversary of the Vienna Convention at which he delivered a speech on behalf of the Fund Secretariat.

Meetings of regional network of ozone officers

14. The Secretariat made remote presentations via internet at the following meetings on recent decisions of the Executive Committee:

- (a) Regional Ozone Network for Europe and Central Asia, 26-28 May 2015 (Yerevan, Armenia);
- (b) Pacific Island Countries National Ozone Officers Network Meeting 28 September-2 October 2015 (Nadi, Fiji);
- (c) Thematic Meeting of the Southeast Asia Network of Ozone Officers, 5-7 October 2015 (Bangkok, Thailand); and
- (d) Joint Network Meeting of Ozone Officers for English and French-speaking Africa 12-16 October 2015 (Dakar, Senegal).

Inter-agency coordination meeting

15. The Secretariat arranged an Inter-agency coordination meeting in Montreal from 31 August to 2 September 2015. Participants included Secretariat staff, the representative of the bilateral agency of Germany, representatives of the implementing agencies, and the Treasurer.

16. The coordination meeting allowed the Secretariat, the Treasurer and agencies to discuss several issues including *inter alia* submissions for the 75th meeting, policy matters on the agenda of the 75th meeting. The Secretariat also noted that several of the documents submitted by the agencies to the 75th meeting had taken into account the issues discussed during the inter-agency coordination meeting, which facilitated their review and completion.

17. In response to decision 74/52(b)(vi), a half-day information workshop on the reporting requirements under the International Public Sector Accounting Standards (IPSAS)¹² was conducted by the Treasurer. Topics covered included the transition from United Nations System Accounting Standards (UNSAS) to IPSAS; progress reports of the Multilateral Fund; accounts of the Multilateral Fund under IPSAS; and an introduction to UMOJA.

Staffing and recruitment

18. Mr. Federico San Martini took up the post of Senior Programme Management Officer on 10 August 2015. The post of Senior Programme Management Officer (P5) (formerly Project Management Officer on Financial and Economic Affairs) was advertised in Inspira on 12 June 2015 with a deadline 26 August 2015; applications for the post are currently under review.

19. The post of Information Technology Assistant is being filled on a temporary basis following the selection of the incumbent for a one year position in UNEP Nairobi (effective 20 October 2015).

Staff development and training

20. The Deputy Chief Officer participated in UNEP's Induction Programme for Senior Managers (IPSEM)¹³, which took place from 8-9 July 2015 in Nairobi (Kenya).

21. Secretariat staff participated in a number of training activities as follows:

- (a) The Senior Administrative and Fund Management Officer accompanied by the Associate Administrative Officer and the Finance Assistant participated in the Administrative management Meeting (AMM) which took place from 2-3 June 2015 in Nairobi (Kenya);
- (b) The Associate Administrative Officer, Finance Assistant and Human Resources Assistant participated in UMOJA ramp-up activities in Nairobi conducted in June/July 2015;
- (c) In-house training for all staff on preparing travel requests in UMOJA including an update on recent changes to United Nations travel rules (22 September 2015);
- (d) The Associate Administrative Officer and the Finance Assistant travelled to Nairobi from 28 September to 2 October 2015 to participate in the Umoja accounts payable training.

¹² The report of the workshop is available as Annex I of the Final 2014 accounts of the Multilateral Fund (UNEP/OzL.Pro/ExCom/75/80).

¹³ IPSEM is designed to provide newly appointed senior leaders (whether they are new to UNEP or stepping into a new leadership role) with an orientation on UNEP's leadership vision, managerial and operational priorities, as well as practical issues relevant to their new functions.

Matters related to UNEP

Delegation of authority from the UNEP Executive Director

22. A draft of the document on the “Delegation of authority (DOA) on administrative and financial matters”¹⁴ has not been concluded. UNEP advised the Secretariat that DOAs have to be amended to reflect new procedures and processes under UMOJA that would allow for further decentralization and for further delegation of authority. Once the final draft of the document on the DOA is finalized, it would be presented to the Executive Committee.

Audit of UNEP

23. Two auditors from the United Nations Board of Auditors are conducting a mission to the Secretariat in October 2015 with the objective of enabling the United Nations Board of Auditors to express its professional opinion on the accounts prepared by UNEP and other financial statements of UNEP as at 31 December 2015. The Secretariat would communicate the conclusions of the auditors’ report to the Executive Committee once their report is finalized.

Information and Communications Technology (ICT) Committee

24. The Deputy Chief Officer participated in the first meeting of the Information and Communications Technology (ICT) Committee. A second meeting is scheduled for 5 November 2015 to address matters including a unified email system for UNEP using the “un.org” domain, corporate contacts and document management systems, and implementation of a UNEP-wide server/storage architecture, and terms of reference for working groups on the two corporate management systems.

Cooperation with Multilateral Environmental Agreements (MEAs) and other organizations

Secretariat of Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC)

25. The Chief Officer wrote to the Head of the CCAC¹⁵ Secretariat to enquire whether the results of inventories on HFC use in developing countries and information on projects to demonstrate emerging low-GWP HFC alternative technologies supported by CCAC could be shared with the Fund Secretariat, as this would facilitate the review of similar project proposals that had been submitted to the 75th meeting. He provided the CCAC Secretariat with the recent document on the overview of approved HCFC demonstration projects¹⁶, which summarized the results of Multilateral Fund HCFC demonstration projects so far approved. The Chief Officer proposed to meet with the Head of CCAC at the margins of 36th OEWG meeting, which would take place in Paris in July 2015, and extended an invitation to her and her staff to visit to the Fund Secretariat Office in Montreal.

26. The Deputy Chief Officer met with the Head of the CCAC Secretariat in the margins of the 36th OEWG together with the Executive Secretary of the Ozone Secretariat. Matters discussed included: an update on CCAC activities regarding HFCs; lines of communication between the Fund, Ozone and CCAC Secretariats; the format for preparation of Multilateral Fund financed surveys of ODS alternatives and presentation of the resulting data; possible opportunities for CCAC in Countries with Economies in Transition (CEIT); district cooling projects; lessons learned from the Multilateral Fund that might be

¹⁴ At the 73rd meeting several members said that the final draft of the document in question [delegation of authority] should be reviewed by the Committee before being signed, and urged that any agreed arrangements should ensure that the independence, integrity and proper authority of the Multilateral Fund and its Secretariat were maintained. (Paragraph 18, UNEP/OzL.Pro/ExCom/73/62).

¹⁵ Letter of 27 March 2015.

¹⁶ Overview of approved HCFC demonstration projects and options for additional projects to demonstrate climate-friendly and energy-efficient alternative technologies to HCFCs (UNEP/OzL.Pro/ExCom/72/40).

applicable to the technical review process and funding cycle of CCAC projects; and the Food Cold Chain Conference taking place in Montreal following the 75th meeting.

27. As the Head of the CCAC Secretariat and the HFC Initiative coordinator would be present in Montreal for the Food Cold Chain Conference¹⁷, the Chief Officer invited them to visit the offices of the Fund Secretariat for more detailed discussions following the 75th meeting. He also encouraged them to attend the 75th meeting. Furthermore, the Fund Secretariat provided logistical support and assistance with facilities for the Food Cold Chain Conference.

Climate Technology Centre and Network (CTCN)

28. Following a letter from the Director of the CTCN expressing interest in exploring cooperation with the Multilateral Fund, the Climate Technology Manager of CTCN visited the offices of the Secretariat on 17 June 2015 and met with all staff members. Discussions resulted in a better understanding of potential synergies between the two organizations, and two key areas for further information sharing were identified: institutional strengthening and capacity building; and monitoring and evaluation. These key areas were further discussed in a teleconference (24 August 2015) between the Director of CTCN and the Chief Officer together with the Deputy Chief Officer, the Senior Monitoring and Evaluation Officer, and the Information Management Officer. Following the teleconference the Secretariat shared a presentation on capacity building under the Multilateral Fund as resource material for the Sixth meeting of the Advisory Board to the CTCN (14 to 16 September 2015).

Global Environment Facility (GEF)

29. Two senior programme management officers met with a Lead Environmental Specialist in the GEF Secretariat who is responsible for MEA relations, and briefed her on the outcome of recent Montreal Protocol meetings and also provided ideas on the use of funds under GEF 6 for ODS phase-out in Countries with Economies in Transition.

Green Climate Fund (GCF)

30. As an accredited observer organization the Secretariat received a notification for the 10th meeting of the Board of the Green Climate Fund that was held from 6 to 9 July 2015. The Chief Officer also received an invitation to participate as a speaker at the 2015 Africa - East Workshop in Alexandria, Egypt from 6 to 7 September 2015. Although he was unable to attend the workshop, the Secretariat provided a presentation on capacity building under the Multilateral Fund, which was distributed to participants.

Montreal Protocol bodies

31. The Fund Secretariat assisted the Ozone Secretariat with overall information technology (IT) coordination including preparatory missions, management of the paperless meeting and IT infrastructure for the 36th OEWG meeting, the 54th and 55th meetings of the Implementation Committee, the Resumed 36th OEWG, and the 27th MOP.

¹⁷ The CCAC in collaboration with the UNEP Division of Technology, Industry and Economics (UNEP DTIE), the Government of the United States of America, the Alliance for Responsible Atmospheric Policy and the Global Food Cold Chain Council is hosting a Food Cold Chain Workshop (entitled: Advancing Ozone & Climate Protection Technologies: Food Cold Chain) on Saturday, 21 November 2015.

United Nations organizations

Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)

32. The Secretariat received a request from the Executive Secretary of IPBES on 7 October 2015 for information on the Multilateral Fund practices regarding financial support to meeting participants/delegates¹⁸. Information was provided on 27 October 2015.

Joint Inspection Unit (JIU) of the United Nations

33. Following earlier interactions with the JIU in 2014 and 2015¹⁹, the Secretariat was advised that the final version of the report on the “Review of Activities and Resources Devoted to Address Climate Change in the United Nations System Organizations” was published on the JIU website²⁰ in June 2015.

United Nations Framework Convention on Climate Change (UNFCCC)

34. The Chief Officer Secretariat received a letter from the Executive Secretary of the UNFCCC Secretariat, with notification of the sessions of the Conference of the Parties to the UNFCCC at its twenty first session and the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol at its eleventh session, to be held in Paris, 30 November to 11 December 2015.

World Trade Organization (WTO)

35. In response to a request from the WTO Trade and Environment Division, the Secretariat provided information on the amount of funding disbursed by, and replenishments of the Multilateral Fund, which was included in the MEA Matrix for the WTO's Committee on Trade and Environment²¹.

Convention on Biological Diversity (CBD)

36. Upon a request by the Principal Officer, Technical Support for Implementation, of the Secretariat of the CBD, the Fund Secretariat hosted the Expert Group Meeting on the Full Assessment of Funding Necessary and Available for the Implementation of the Convention (30-31 October 2015). During the meeting, the Chief Officer was invited to briefly discuss issues related to the assessments panels under the Montreal Protocol, the concept of the incremental costs and how it is operationalized, and capacity building.

¹⁸ Decision IPBES-3/2 on Financial and budgetary arrangements requested the Executive Secretary, in consultation with the Bureau, to provide to the Plenary at its fourth session a report on established practices of multilateral environmental organizations, the Intergovernmental Panel on Climate Change and other relevant forums on the funding of experts and meeting participants to facilitate the adoption by the members of the Platform of an informed decision on the eligibility criteria to be used (document IPBES/3/18).

¹⁹ Following an invitation from the Joint Inspection Unit of the United Nations (JIU), the Secretariat completed a questionnaire with regard to the review of activities and resources devoted to address climate change in the United Nations system organizations. Subsequently, the JIU team visited the Secretariat on 25 September 2014 to discuss and exchange views on the subject. In January 2015, the Secretariat received the draft report on the “Review of Activities and Resources Devoted to Address Climate Change in the United Nations System Organizations”. Following review of the draft report the Secretariat provided a number of comments and corrections.

²⁰ https://www.unjiu.org/en/reports-notes/JIU%20Products/JIU_REP_2015_5_English.pdf

²¹ Document WT/CTE/W/160/Rev.7 - TN/TE/S/5/Rev.5 is available at https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm on 21 October 2015.

Other organizations

Federal Ministry for Economic Cooperation and Development of Germany (BMZ)

37. The Chief Officer received a letter (3 August 2015) from the Federal Ministry for Economic Cooperation and Development of Germany (BMZ) regarding an assessment of BMZ's support of multilateral activities including the Multilateral Fund and a summary of its assessment of the Multilateral Fund²². The Secretariat updated the information of the assessment report based on factual data available from various sources and included comments and observations into the report for consideration by BMZ.

Center for Climate and Energy Solutions (formerly, Pew Center on Climate Change)

38. On 3 August 2015, the Center for Climate and Energy Solutions requested information pertaining to intellectual property, and royalty and licensing fees in respect of projects funded by the Multilateral Fund. The Secretariat compiled and dispatched relevant documents and information on the matter and reviewed a draft of the document (see Annex).

²² The BMZ Mapping of Multilateral Organisations engaged in development (BMAP) assesses the multilateral organisations that have received sizable funding from the German Federal Ministry for Economic Cooperation and Development (BMZ) in the past five years and with which BMZ cooperates substantially on content.

Annex

ADVICE AND/OR INFORMATION PROVIDED BY THE SECRETARIAT TO NON-MONTREAL PROTOCOL BODIES

Body	Secretariat advice	Date provided	Further actions
Center for Climate and Energy Solutions (formerly, Pew Center on Climate Change)	Documents UNEP/OzL.Pro/ExCom/37/59, UNEP/OzL.Pro/ExCom/38/54 & Add.1; text of decisions 37/62 and 38/63; Guidelines on funding of technology not in the public domain (Annex XIV of UNEP/OzL.Pro/ExCom/38/70/rev.1); Observations on technology transfer license fees and royalties for different types of projects (liquid carbon dioxide, metered-dose inhalers, tobacco fluffing, HFC-32 for the refrigeration sector, supercritical CO ₂ , the HCFC production sector.	7 August 2015	None
Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants	Overview of approved HCFC demonstration projects and options for additional projects to demonstrate climate friendly and energy efficient alternative technologies to HCFCs (UNEP/OzL.Pro/ExCom/72/40). Briefing on Multilateral Fund financed surveys of ODS alternatives; possible opportunities for CCAC in Countries with Economies in Transition (CEIT); lessons learned from the Multilateral Fund that might be applicable to the technical review process and funding cycle of CCAC projects.		Further advice as requested
Climate Technology Centre and Network	General information on the Multilateral Fund and background documents.	June 2015	Further advice as requested.
	Presentation on Capacity building under the Multilateral Fund as resource material for the Sixth meeting of the Advisory Board.	September 2015	
Global Environment Facility	Comments on the proposal for a methyl bromide project for Kazakhstan (GEF funding)	23 June 2015	Further advice as requested.
	Provided ideas on the use of funds under GEF 6 for ODS phase-out in non-Article 5 CEIT countries. Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol	28 July 2015	
Green Climate Fund (GCF)	Information on performance indicators developed for the Multilateral Fund	26 May 2015	Further advice as requested.
	Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol	28 July 2015	
	Information on the Multilateral Fund's monitoring and accounting framework including Chapter XI of the Multilateral Fund policies, procedures, guidelines and criteria (monitoring and evaluation).	6 August 2015	
	Presentation on Capacity building under the Multilateral Fund	4 September 2015	
Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)	Information on practices regarding financial support to meeting participants/delegates.	27 October 2015	None.

United Nations Auditors	Background information on the Multilateral Fund and other information including inter alia UNEP interim financial statements on the Multilateral Fund; report on contributions and disbursements; progress report; 2015 Monitoring and evaluation work programme; and the link to policy and procedures manual.	October 2015	Further information as requested by auditors.
WTO Trade and Environment Division	Update of the MEA Matrix for the WTO's Committee on Trade and Environment https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm		None