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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eightieth Meeting
Montreal, 13-17 November 2017

SECRETARIAT ACTIVITIES

Introduction

1. This document presents the activities of the Secretariat since the 79th meeting of the Executive Committee.

Notification of the decisions of the 79th meetings of the Executive Committee

2. The Report of the 79th meeting¹ was conveyed to all Executive Committee members, other meeting participants, and Mr. Erik Solheim, UNEP Executive Director, and was placed on the Multilateral Fund's website. Decisions of the 79th meeting related to project approvals, and HCFC phase-out management plan (HPMP) tranche submission delays were communicated to 55 Article 5 countries, and the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken was prepared and sent to participants, to UNEP's OzonAction Branch for onward transmission to the regional networks, and was also placed on the Multilateral Fund's website.

Actions taken following the 79th meeting

3. The Chief Officer sent a letter to each of the Governments of donor countries that have pledged to provide fast-start support for the implementation of HFC phase-down, pursuant to decision 79/42(c) in which he explained the substantive matters related to the Kigali Amendment that were discussed at the 79th meeting.

4. Pursuant to decision 79/1(b), the Secretariat included a full overview of the status of all discussions with multilateral environment agreements and other relevant organizations in the Annex to this document.

¹ UNEP/OzL.Pro/ExCom/79/51

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

Preparation for the 80th meeting of the Executive Committee

5. Logistic arrangements were made for the 80th meeting, to be held in Montreal from 13-17 November 2017². The Secretariat prepared the documents for the 80th meeting³ as listed in document UNEP/OzL.Pro/ExCom/80/Inf.1. The Secretariat also prepared four documents for the meeting of the Sub-group on the Production Sector, which would take place in the margins of the 80th meeting.⁴ The Secretariat also reviewed and updated databases, summary documents and operational guidelines including guides for HFC related projects.⁵

6. A site containing meeting documents in Arabic, Chinese, English, French, and Spanish, and logistical information for the 80th meeting was created in the Multilateral Fund public website.

Meetings attended and missions undertaken

Missions of the Chief Officer

Paris (France) 8 to 11 August 2017

7. The Chief Officer held meetings with the staff of the Compliance Assistance Programme (CAP) in Paris on the objectives, scope and activities of UNEP as an implementing agency in relation to the CAP. He also took the opportunity to meet with Ms. Ligia Noronha, Head of the Economy Division, and Mr. Tim Kasten, Deputy Director of Economy, to discuss the work undertaken by UNEP as an implementing agency.

Beijing (China) 11 – 14 September 2017

8. The Chief Officer together with the Chair of the Executive Committee participated in China's celebration of International Ozone Day which included the commemoration of the 30th Anniversary of the Montreal Protocol. They also participated in the workshops on alternative technologies in the extruded polystyrene foam (XPS) foam sector at which the Chief Officer delivered opening statements on behalf of the Fund Secretariat. The Chair and Chief Officer also attended the workshop on alternative technologies in the RAC sector.

9. During the mission a meeting was convened between the Chair of the Executive Committee, the Chief Officer, and the Executive Director of UNEP. The Chair briefed the Executive Director on the work of the Executive Committee including recent actions on the development of the HFC cost-guidelines following the adoption of the Kigali Amendment, while the Chief Officer highlighted the work of UNEP as implementing agency and as the Treasurer of the Fund.

10. The Chair of the Executive Committee and the Chief Officer met with representatives of the Foreign Economic Cooperation Office of the Ministry of Environmental Protection of China, to discuss

² Letters of invitation were sent to members of the Executive Committee, the President of the Bureau of the Twenty-eighth MOP, the President and Vice President of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol, the Executive Director of UN Environment, the Executive Secretary of the Ozone Secretariat, the implementing agencies, the Global Environment Facility (GEF), and non-governmental organizations.

³ The provisional agenda was prepared in consultation with the Chair and Vice-Chair of the Executive Committee. The Status of contributions and disbursements, the status of additional contributions, the final accounts for 2016, and the reconciliation of the 2016 accounts were prepared jointly with the Treasurer of the Fund.

⁴ Limited distribution documents for the Sub-group are placed on a restricted area of the website for members of the Executive Committee. Restricted documents are sent by email to members of the Sub-group on the Production Sector.

⁵ Inventory of approved projects as of July 2017; Policies, procedures, guidelines and criteria as of July 2017; the guide for the submission of stand-alone investment projects pursuant to decision 78/3(g); the guide for the submission of enabling activities; 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, the guide on preparing institutional strengthening projects.

matters related to phase-out activities in China. The Chief Officer also discussed matters related to the 80th meeting with bilateral and implementing agencies.

Bogotá (Colombia) 26 – 29 September 2017

11. The Chief Officer attended the “First International Congress for the Integrated Management of Ozone Depleting Substances (ODS) and its Contribution to the Protection of Climate Stability” where he made an opening statement and gave a presentation on the Multilateral Fund to the panel that addressed the Montreal Protocol and international cooperation. The Chief Officer met with the Vice-Minister of Environment and Sustainable Development of Colombia and the Head of the Ozone Unit (NOU), and had bilateral meetings with national stakeholders.

Missions of other staff

Nairobi (Kenya) 18 – 25 September 2017

12. The Senior Administrative and Fund Management Officer together with a staff member of the Secretariat participated in the Fund Management Officers’ retreat from 18-21 September 2017⁶ and had consultative meetings on various administrative matters with staff from UNEP and the United Nations Office in Nairobi from 22-25 September 2017.

Meetings of regional network of ozone officers

13. The Secretariat gave a presentation via Skype on the key decisions of the 78th and 79th meetings to the Annual Meeting of the Regional Ozone Network for Latin America (3-6 October 2017).

Monitoring and evaluation

14. The Senior Monitoring and Evaluation Officer and a consultant travelled to the Sudan from 16-21 July 2017 and Colombia from 7-11 August 2017 as part of the fieldwork for the second phase of the evaluation of chiller projects. Field missions to Argentina and the Philippines were also undertaken by a consultant from 30 July - 5 August and 3-7 September 2017, respectively.

Staffing and recruitment

15. Applications for the P4 posts for Chief, Information Systems Unit and Programme Management Officer were reviewed and interviews took place in October 2017, and the recruitment is pending completion of the selection process.

16. Mr. Sheng Huang was selected for the post of Information Technology Assistant (G6) on 31 July 2017. Interviews for the position of Programme Management Assistant (G5) were conducted in September 2017 and recruitment is pending completion of the selection process. Following decision 79/63(b)(ii) the two General Service positions reclassified at the G6 level are pending further review of the job descriptions.

17. Pursuant to decision 79/47(e), a job opening was advertised in Inspira for an independent consultant to undertake an evaluation of cost-effective and environmentally sustainable options of HFC-23 destruction from HCFC-22 production facilities. Applications are currently under consideration. Recruitment and contractual arrangement were also carried out for a number of consultants for the monitoring and evaluation

⁶ The retreat addressed efficiency gains. The objective was to define challenges and opportunities, establish Rules of Communication and define support from UNEP Corporate Services and UNON. It was composed of work-groups on processes, procedures and timelines on various administrative and financial areas.

work programme, and contractual arrangement for interpreters, translators and report writers for the 80th meeting were coordinated with UNEP and United Nations Office in Nairobi.

Staff development and training

18. Staff undertook a number of mandatory online United Nations training courses.

Cooperation with Multilateral Environmental Agreements (MEAs) and other organizations

Green Climate Fund (GCF)

19. The GCF Secretariat initiated the preparation of background document on concessional lending and incremental costs taking into account best practices from other multilateral funds. In this regard, the GCF Secretariat requested a conference call with the Fund Secretariat, which will take place in early November 2017.

United Nations organizations

Ozone Secretariat

20. Staff of the Secretariat attended the global launch of the campaign to mark the 30th Anniversary of the Montreal Protocol, which was organized by the Ministry of Environment and Climate Change of Canada, and the Ozone Secretariat. The event took place at the Center for Sustainable Development in Montreal and speakers included among others, the Minister of Environment and Climate Change of Canada, and the Executive Secretary of the Ozone Secretariat.

21. The Secretariat provided support to the Ozone Secretariat with regard to preparations for the Montreal Protocol meetings to be held in Montreal in November 2017.

Non-governmental organizations

Kigali Cooling Efficiency Fund (K-CEF)

22. Information consultations continued with the K-CEF to provide information on the experiences of the Multilateral Fund.

Montreal International

23. The President and Chief Executive Officer of Montreal International together with two of his staff paid a courtesy visit to the Secretariat on 2 October 2017. The Chief Officer briefed the President on the work of the Multilateral Fund and the Secretariat, and Montreal International made a presentation to staff, which included information on the support services provided to international organizations in Montreal.

Visit of the Secretary, Ministry of Environment, Forests and Climate Change of India

24. Mr. Ajay Narayan Jha, Secretary, Ministry of Environment, Forests and Climate Change of India paid a courtesy visit to the Secretariat on 15 September 2017. He met with the Chief Office and professional staff for informal discussions on Multilateral Fund activities in India over the past 25 years and the Kigali Amendment. Secretary Jha extended an invitation to the Secretariat to undertake a technical mission in India.

Annex

**ADVICE AND/OR INFORMATION PROVIDED TO THE SECRETARIAT OF THE
MULTILATERAL FUND TO NON-MONTREAL PROTOCOL BODIES**

Secretariat advice/discussions held/interaction	Meeting
Adaption Fund	
Explanation of Multilateral Fund policies on interest earned. The information provided by the Secretariat can be found in document AFB/EFC.18/10 of the 18 th meeting of the Ethics and Finance Committee at https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf .	76
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.	75
Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC))	
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.	75
Document 72/40, Overview of approved HCFC demonstration projects and options for additional projects to demonstrate climate-friendly and energy efficient alternative technologies to HCFCs (decision 71/51(a)), which summarizes the results of Multilateral Fund HCFC demonstration projects approved so far.	74
Climate Technology Centre and Network	
Presentation on capacity building under the Multilateral Fund as resource material for the Sixth meeting of the Advisory Board. General information on the Multilateral Fund and background documents.	75
European Union / European Parliament	
During the 25 th MOP, the Chief Officer received a request from the European Parliament to have a bilateral discussion on issues related to the Multilateral Fund including the resources needed for the replenishment of the Multilateral Fund and proposals for additional contributions to fund climate benefits. Accordingly, the Chief Officer provided the two representatives of the European Parliament with a short briefing explaining the operation of the Multilateral Fund.	71
German Ministry for Economic Cooperation and Development	
Information on the achievements of the Multilateral Fund and a summary of approved projects implemented by the bilateral agency of Germany	77

Secretariat advice/discussions held/interaction	Meeting
Global Environment Facility	
Review of four projects: Completion of the phase out of HCFCs consumption with support of low GWP technologies in Belarus, GEF project ID 6046; Kazakhstan, HCFC Phase-out in Kazakhstan through promotion of zero ODS low GWP energy efficient technologies, GEF project ID 6090; Complete HCFC phase-out in Tajikistan through promotion of zero ODS low GWP energy efficient technologies, GEF ID 6030; Complete HCFC Phase-out in Uzbekistan through promotion of zero ODS low GWP energy efficient technologies, GEF ID 6003.	79
Review of the project on the introduction of ODS alternatives in agriculture and in post-harvest sector in Kazakhstan (GEF project ID 9184)	76
Comments on the proposal for a methyl bromide project for Kazakhstan (GEF funding); 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.	75
Review of a project (Introduction of ODS alternatives in agriculture and in the post-harvest sector in Kazakhstan) against the Multilateral Fund's policies and guidelines.	72
The Fund Secretariat received an invitation to attend the 45 th GEF Council Meeting that would be held from 5 to 7 November 2013. In a further invitation letter to the new Chief Officer, the CEO and Chairperson of the GEF welcomed a renewal of the past cooperation in providing assistance to parties to meet their obligations under the Montreal Protocol and a renewal of historic ties. In response, the Chief Officer informed the CEO that the Fund Secretariat would not be able to attend the Council Meeting due to preparations for the 71st meeting; however, he advised the CEO that he looked forward to meeting her with a view to strengthening the relationship with the GEF Secretariat.	71
The Secretariat participated in a meeting of the Global Environment Facility (GEF) Chemicals and Waste Technical Advisory Group (TAG) 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	69
Since the 67 th meeting there was an interchange of correspondence with the Chief Executive Officer of the Global Environment Facility (GEF) on issues related to cooperation between the two funding mechanisms. Consideration is being given on the possibility of issuing a joint Multilateral Fund/GEF publication on the implementation of the Montreal Protocol over the last 25 years.	68
Government of France	
Information on the modalities for additional contributions to the Multilateral Fund.	77
Green Climate Fund (GCF)	
Conference call to provide information on the Multilateral Fund practices regarding concessional lending and incremental.	80
Provided link to documents relevant to the Technology and Economic Assessment Panel, Scientific Assessment Panel, and the Environmental Effects Assessment Panel on the Ozone Secretariat's website, and also an introduction to the Ozone Secretariat's Communications Officer; Documents were provided including <i>inter alia</i> : the Executive Committee Primer; Multilateral Fund policy, procedures, guidelines and criteria; the presentation entitled "The Multilateral Fund: Governance, Business Model, Accomplishments, Challenges"; examples of pre-session documents for business planning, project proposals; monitoring and evaluation work programme and project completion reports; business plan templates; progress reporting guidelines; reports of the two evaluations on institutional strengthening; and the monitoring and evaluation work programme.	77

Secretariat advice/discussions held/interaction	Meeting
The Fund Secretariat's experience in establishing legal arrangements with implementing entities and establishing a progress reporting system for the Multilateral Fund.	76
Information on performance indicators developed for the Multilateral Fund; Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol; 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); presentation on capacity building under the Multilateral Fund.	75
Presentation on Multilateral Fund (MLF) and a sample of key documents including Secretariat activities, status of the Fund, consolidated business plans and progress reports, a sample of project proposals and policy papers Further details and discussions on the Multilateral Fund	74
Overview of the objectives and operation of the Multilateral Fund (MLF) including its project review process, policy development, meeting process, implementation of Executive Committee decisions.	72
The Interim Secretariat of the Green Climate Fund wrote to the Multilateral Fund on 24 September 2013 with an invitation to attend the 5 th meeting of the Board of the Green Climate Fund as an observer, although the letter noted that observer status for the Multilateral Fund had not yet been approved. The Fund Secretariat could not attend the Board meeting, which took place from 8 to 10 October, due to preparations for the 71 st meeting. A further letter of 21 October 2013 informed the Fund Secretariat that the next Board meeting would take place in Indonesia from 19 to 21 February 2014, that observer status for the Multilateral Fund had been approved by an amendment to decision B.04/15, and also requested the Fund Secretariat to nominate a contact person.	71
Grenoble School of Management	
Information on the policies and procedures of the Multilateral Fund and the process of project approval for a study on technology learning curves	79
Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)	
Information on practices regarding financial support to meeting participants/delegates.	75
Joint Inspection Unit of the United Nation	
An updated summary of the information on technical assistance and funding provided to Small Island Developing States (SIDS) under the Multilateral Fund, which had previously been provided in February 2015. Further clarifications were provided on 20 October and 7 November 2016.	77
Comments on the draft document "Review of Activities and Resources Devoted to Address Climate Change in the United Nations System Organizations. Substantive information including a summary of technical assistance and funding provided to Small Island Developing States (SIDS) under the Multilateral Fund and comprehensive information on Multilateral Fund projects approved for each country.	74
The Secretariat completed a questionnaire with regard to the review of activities and resources devoted to address climate change.	73
Comments and factual corrections to information on the Multilateral Fund in the report "Post-Rio+20 review of environmental governance within the United Nations system".	72

Secretariat advice/discussions held/interaction	Meeting
With regard to the 2013 evaluation/review entitled “Post-Rio+20 review of environmental governance within the United Nations system, the Secretariat provided the JIU with information about the Fund’s structure, funding levels, number and characteristics of meetings, meeting participants, project approval process, support costs, Secretariat personnel levels, history of approvals from 2006-2013, implementation modalities, compliance, governance framework, strategic planning, synergies and coordination with other MEAs, scientific assessments, advocacy and outreach, administration, gender distribution and geographical balance of the Executive Committee and Secretariat.	70
Kigali Cooling Efficiency Fund (K-CEF)	
Continued informal sharing of experience of the Multilateral Fund.	80
The Director and one other representative of the Kigali Cooling Efficiency Fund (K-CEF), which will coordinate the work of 19 philanthropic foundations on matters related to energy-efficiency and cooling with regard to implementation of the Kigali Amendment, visited the Secretariat on 26 January 2017 to learn more about the Multilateral Fund. K-CEF aims to allocate approximately US \$53 million from philanthropic foundations by the end of 2017 for targeted support through country programmes in a small number of countries and more general support to over 100 countries to improve energy efficiency. Information provided included the Executive Committee Primer; a presentation that summarizes how the Multilateral Fund operates; Guidelines for submitting progress and financial reporting; Guide for preparation of project proposals; the templates for project completion reports; and document UNEP/OzL.Pro/ExCom/74/51 on the Review of institutional strengthening and document the associated decision 74/51.	78
Lawrence Berkeley National Laboratory	
The Secretariat provided comments on a draft report on opportunities and risks of efficiency improvement and refrigerant transition in room air-conditioning.	79
Minamata Convention on Mercury	
In July 2013 the Secretariat received an invitation from the Government of Japan to attend the Conference of Plenipotentiaries for the adoption and signature of the Minamata Convention on Mercury, held from 9 to 11 October 2013 in Kumamoto and Minamata, Japan. However, the Secretariat was unable to attend.	71
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.	75
United Nations Framework Convention on Climate Change (UNFCCC)	
Comments on the draft technical summary of the mitigation benefits of actions, initiatives and options to address non-carbon dioxide greenhouse gas emissions	74

Secretariat advice/discussions held/interaction	Meeting
<p>The Secretariat received an invitation in early October 2013 to attend the 19th session of the Conference of the Parties to the UNFCCC and the 9th session of the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol that would take place in Warsaw, Poland, from 11 to 22 November 2013. The Chief Officer informed the UNFCCC Secretariat that he was unable to attend due to preparations for the 71st meeting. Noting that the UNFCCC Secretariat was invited to attend the 25th MOP, he suggested an informal meeting to exploit potential opportunities for collaboration between the two Secretariats. The Executive Secretary of UNFCCC Secretariat responded that the Coordinator of the Mitigation, Data and Analysis Programme, who would be attending the MOP, would arrange to meet bilaterally with him. The representatives of both Secretariats met and discussed informally ways in which the two Secretariats could collaborate in the future as any need arises.</p>	71
World Trade Organization, Trade and Environment Division	
<p>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)</p>	75