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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Eighty-first Meeting  
Montreal, 18-22 June 2018

**SECRETARIAT ACTIVITIES**

**Introduction**

1. This document presents the activities of the Secretariat since the 81<sup>st</sup> meeting of the Executive Committee.

**Notification of the decisions of the 80<sup>th</sup> meeting of the Executive Committee**

2. The Report of the 80<sup>th</sup> meeting<sup>1</sup> 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 80<sup>th</sup> meeting related to project approvals, HCFC phase-out management plan (HPMP) tranche submission delays, and outstanding 2014, 2015 and 2016 country programme data reports, were communicated to 111 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 80<sup>th</sup> meeting**

3. The Chief Officer sent a letter to each of the Governments of donor countries<sup>2</sup> that have pledged to provide fast-start support for the implementation of HFC phase-down, pursuant to decision 80/42(c) in which he explained the substantive matters related to the Kigali Amendment that were discussed at the 80<sup>th</sup> meeting.

4. As part of the follow up to decision 80/1(d), the Chief Officer and the Senior Administrative and Fund Management Officer met with the representative of Israel in the margins of the Twenty-Ninth Meeting of the Parties to the Montreal Protocol (MOP) in November 2017, and the Treasurer met with the

<sup>1</sup> UNEP/OzL.Pro/ExCom/80/59

<sup>2</sup> Australia, Canada, Denmark, Finland, France, Germany, Ireland, Italy, Japan, Netherlands, New Zealand, Luxembourg, Norway, Sweden, Switzerland, United Kingdom of Great Britain and Northern Ireland, and the United States of America.

representatives of the Government of Israel attending the United Nations Environment Assembly (UNEA) in December 2017. Following the meetings, the Chief Officer provided the Government of Israel with information explaining the basis for the assessment of Israel's contribution and bilateral cooperation; and other relevant information on the Multilateral Fund.

5. Pursuant to decision 80/1(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.

### **Preparation for the 81<sup>st</sup> meeting of the Executive Committee**

6. Logistic arrangements were made for the 81<sup>st</sup> meeting, to be held in Montreal from 18 to 22 June 2018.<sup>3</sup> The Secretariat prepared the documents for the 81<sup>st</sup> meeting<sup>4</sup> as listed in document UNEP/OzL.Pro/ExCom/81/Inf.1. The Secretariat also prepared two documents for the meeting of the Sub-group on the Production Sector, which would take place in the margins of the 81<sup>st</sup> meeting. The Secretariat also reviewed and updated databases, summary documents and operational guidelines including guides for HFC related projects.

7. A site containing meeting documents in Arabic, English, French, and Spanish, and logistical information for the 81<sup>st</sup> meeting, was created in the Multilateral Fund public website.

### **Meetings attended and missions undertaken**

#### Missions of the Chief Officer

##### *Bangladesh and India, 8-17 February 2018*

8. The Chief Officer and two Senior Programme Officers travelled to Bangladesh (10-11 February) and India (12-16 February) for high-level meetings with the Governments of Bangladesh and India. The mission also included extensive technical consultations with the implementing agencies and industry representatives on the adoption of ODS-free and low-global warming potential (low-GWP) technologies, including issues related to the refrigeration and air-conditioning (RAC) servicing sector.

9. In Bangladesh, the Chief Officer and his staff met with Dr. Nurul Qadir, the Additional Secretary of the Ministry of Environment and Forests, with whom they discussed implementation of the Montreal Protocol projects and activities in Bangladesh, and future challenges relating to HCFC phase-out and HFC-phase down. The staff also had the opportunity to visit a domestic refrigeration and compressor manufacturer, an enterprise-owned service centre, two small service enterprises in Dhaka, and a servicing training centre/workshop.

10. In India, the Chief Officer and his staff met with Mr. C.K. Mishra, Secretary, Ministry of Environment, Forest and Climate Change, along with other government representatives to discuss the implementation of India's Montreal Protocol activities. They also participated in a stakeholder roundtable, which included participants from enterprises producing controlled substances, RAC manufacturers, foam manufacturers, and trainers of servicing technicians. The Secretariat delegation also had the opportunity to

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<sup>3</sup> Letters of invitation were sent to members of the Executive Committee, the President of the Bureau of the Twenty-ninth 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.

<sup>4</sup> The provisional agenda was prepared in consultation with the Chair and Vice-Chair of the Executive Committee. The Status of contributions and disbursements, and the status of additional contributions were prepared jointly with the Treasurer of the Fund.

visit RAC manufacturing enterprises, facilities where conversion projects from HCFC-141b as a blowing agent to n-pentane are being carried out, a service training centre, and a small service workshop.

#### Missions of other staff

*Bahrain, 11-15 December 2017*

11. A Senior Programme Officer represented the Secretariat at the celebration of the 30<sup>th</sup> Anniversary of the Montreal Protocol in Bahrain, and the launch of the national reclamation centre and certification scheme. He participated in the training workshop regarding enforcement of national legislation related to the RAC sector and held informal discussions with representatives of UNEP and beneficiary countries.

*Paris (France) 15 – 19 January 2018*

12. The Deputy Chief Officer, Senior Administrative and Fund Management Officer, Senior Monitoring and Evaluation Officer (SMEO), and three Programme Officers participated in the First Inter-Regional Thematic and Network Meetings for National Ozone Officers. The mission provided the opportunity to strengthen national ozone officers' (NOOs) understanding of Executive Committee policies and decisions, and also for the Secretariat to raise awareness of the document on the refrigeration servicing sector being prepared for the 82<sup>nd</sup> meeting. The Secretariat made a presentation at the introductory plenary session and also made presentations at each of the seven regional networks meetings that took place as part of the inter-regional event.

13. Secretariat staff also took the opportunity to meet with the Compliance Assistance Programme headquarters and regional teams to discuss matters related to the 81<sup>st</sup> and 82<sup>nd</sup> meetings, including the preparation of the document on refrigeration servicing sector, and with NOOs.

*Bogotá (Colombia), 7-15 February 2018*

14. A Senior Programme Officer attended the outreach workshops on the results of demonstration projects on alternative technologies to HCFCs, which were organized by the Ozone Technical Unit of the Ministry of Environment of Colombia, from 7 to 9 February 2018. He also participated in visits to key enterprises and stakeholders implementing ODS phase-out activities in the refrigeration-servicing sector as part of the information gathering exercise for the preparation of a policy document on the refrigeration servicing sector for the 82<sup>nd</sup> meeting.

#### Monitoring and evaluation

15. The SMEO organized consultants' field visits to the following six countries as part of the second phase of the evaluation of the refrigeration servicing sector: Chile (5-9 March 2018), Grenada (9-13 April 2018), India (19-23 March 2018), Kyrgyzstan (2-6 April 2018), Oman (9-13 April 2018), and Samoa (5-9 March 2018). The SMEO accompanied the evaluation consultant on the missions to India and Kyrgyzstan. Field visits to Senegal, Turkey and Zimbabwe will be carried out in June, September, and July 2018, respectively.

#### Inter-agency coordination meeting

16. The Secretariat arranged an Inter-agency coordination meeting in Montreal, from 6 to 8 March 2018. Participants included Secretariat staff, the representative of the bilateral agencies of Canada, Japan, Germany, and the United States of America, representatives of the implementing agencies, and the Treasurer.

17. The coordination meeting allowed the Secretariat, the Treasurer and agencies to discuss several issues including *inter alia* business planning for the period 2018 to 2020, monitoring and evaluation activities including missions, implications for Fund institutions in terms of future workload, submissions for the 81<sup>st</sup> meeting, and policy matters on the agenda of the 81<sup>st</sup> and 82<sup>nd</sup> meetings.

Information gathering meetings with regard to the study on the refrigeration servicing sector due for submission to the 82<sup>nd</sup> meeting (decision 80/76(c))

18. Environment and Climate Change of the Government of Canada facilitated arrangements for a meeting of Secretariat staff with refrigeration experts of the Heating, Refrigeration and Air Conditioning Institute (HRAI) of Canada. The meeting, on 18 April 2018, allowed Secretariat staff to discuss the experience of HCFC phase-out and HFC phase-down in the refrigeration servicing sector in Canada, including the legal and regulatory framework to handle refrigerants; availability of alternative refrigerants; technicians' training and certification programmes established; logistics and economics of recovery, recycling, reclamation and disposal of refrigerants; and the characteristics and operation of enterprises in charge of installing and assembling refrigeration and air-conditioning systems.

19. The Secretariat convened a meeting with implementing agency experts from 29 to 30 May 2018 for in-depth discussions on matters related to activities in the refrigeration servicing sector being implemented in Article 5 countries. Discussions focussed on training and certification of technicians, customs training and assistance regarding regulations, data gathering and reporting, recovery recycling and re-use, servicing tools, end-users programme; and the assembly and installation subsector.

**Staffing and recruitment**

20. Mr. Mulu Alem Syoum was selected for the post of Chief, Information Systems Unit (P4) effective 1 January 2018. Ms. Xiaojuan Wang was selected to the position of Programme Management Officer (P4) effective 1 March 2018.

21. Ms. Ma Lourdes Nanette Guerin was selected for the post of Programme Management Assistant (G5) effective 17 February 2018. Following decision 77/63(b)(ii) the two General Service positions have been reclassified at the G6 level effective 1 June 2018.

22. Recruitment and contractual arrangements for four consultants for the monitoring and evaluation work programme, three consultants for the project review team, and two individual contractors to provide programme assistance were finalized. The contractual arrangement for interpreters, translators, and report writers for the 81<sup>st</sup> meeting were coordinated with UNEP and the United Nations Office in Nairobi.

Staff development and training

23. Staff undertook a number of online mandatory United Nations training courses; face-to-face training conducted by UNON's Talent Management Centre, in Montreal, from 20 to 23 February 2018; and the Leadership Dialogue, a training programme organized by the United Nations Ethics Office, conducted on 28 February 2018.

24. The Secretariat hosted the 2017 Young Professional Programme (YPP) examination on 14 December 2017, having been designated as a YPP examination centre in Canada.

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

### Montreal Protocol

#### *Technology and Economic Assessment Panel (TEAP)*

25. Two members of the TEAP, Ms. Maranion Bella (co-chair) and Mr. Dan Verdonik, visited the Fund Secretariat on 9 March 2018 for discussions with Secretariat staff on HFC phase-down in relation to the work entrusted to TEAP through decisions of the Parties. The Secretariat provided a number of meeting documents including the Report of the 80<sup>th</sup> meeting<sup>5</sup> containing the status on the development of the cost guidelines for HFC phase-down.

### Information, communication and technology collaboration with United Nations organization

26. The Secretariat offered the International Civil Aviation Organization (ICAO), the Secretariat for the Convention on Biodiversity (SCBD), and UNESCO the possibility of private cloud computing services through the Secretariat's data centre to ensure their business continuity and disaster recovery. SCBD accepted the offer. The Secretariat will benefit from the mutual business continuity and disaster recovery service plan at a minimum cost, which could reduce the maintenance costs.

27. The Secretariat's information, communication and technology (ICT) staff is assisting ICAO to implement a project for a paperless conference portal. The Secretariat provided a subject matter expert for pre-project phase (financial analysis, design, and turnkey solution proposal) to assist the lead United Nations agency in Montreal to protect the environment through the benefits of paperless meetings. Several discussions have already taken place and the project is due for completion in June 2019.

28. The Fund Secretariat continued to host the Ozone Secretariat's paperless conference portal through the Secretariat's Virtual Data Centre and provided ongoing server maintenance and monitoring of the portal.

### Regional organizations

#### *Arab Forum for Environment and Development*

29. In response to a request from the Arab Forum for Environment and Development, the Secretariat provided an article on the Multilateral Fund's activities in the Arab region for the 2018 annual report of the organization.

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<sup>5</sup> UNEP/OzL.Pro/ExCom/80/59

## Annex

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

Secretariat advice/discussions held/interaction	Meeting
<b>Adaption Fund</b>	
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 <sup>th</sup> meeting of the Ethics and Finance Committee at <a href="https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf">https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf</a> .	76
<b>Arab Forum for Environment and Development</b>	
An article on the Multilateral Fund's experience in the Arab region for the 2018 Report of the Arab Forum for Environment and Development.	81
<b>Center for Climate and Energy Solutions (formerly, Pew Center on Climate Change)</b>	
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 <sub>2</sub> , the HCFC production sector.	75
<b>Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC)</b>	
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
<b>Climate Technology Centre and Network</b>	
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
<b>European Union / European Parliament</b>	
During the 25 <sup>th</sup> 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

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<b>German Ministry for Economic Cooperation and Development</b>	
Information on the achievements of the Multilateral Fund and a summary of approved projects implemented by the bilateral agency of Germany	77
<b>Global Environment Facility</b>	
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.	80
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 <sup>th</sup> 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 <sup>th</sup> 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
<b>Government of France</b>	
Information on the modalities for additional contributions to the Multilateral Fund.	77
<b>Green Climate Fund (GCF)</b>	
Meeting documents related the modalities of reporting administrative costs of implementing agencies including the following documents: UNEP/OzL.Pro/ExCom/26/67, UNEP/OzL.Pro/ExCom/34/52 and, UNEP/OzL.Pro/ExCom/38/59, UNEP/OzL.Pro/ExCom/55/48, and UNEP/OzL.Pro/ExCom/80/43	81
Conference call to provide information on the Multilateral Fund practices regarding concessional lending and incremental.	80

Secretariat advice/discussions held/interaction	Meeting
<p>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;</p> <p>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.</p>	77
<p>The Fund Secretariat's experience in establishing legal arrangements with implementing entities and establishing a progress reporting system for the Multilateral Fund.</p>	76
<p>Information on performance indicators developed for the Multilateral Fund;</p> <p>Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol;</p> <p>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.</p>	75
<p>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.</p>	74
<p>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.</p>	72
<p>The Interim Secretariat of the Green Climate Fund wrote to the Multilateral Fund on 24 September 2013 with an invitation to attend the 5<sup>th</sup> 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<sup>st</sup> 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.</p>	71
<b>Grenoble School of Management</b>	
<p>Information on the policies and procedures of the Multilateral Fund and the process of project approval for a study on technology learning curves</p>	80
<b>Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)</b>	
<p>Information on practices regarding financial support to meeting participants/delegates.</p>	75
<b>Joint Inspection Unit of the United Nation</b>	
<p>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.</p>	77
<p>Comments on the draft document "Review of Activities and Resources Devoted to Address Climate Change in the United Nations System Organizations.</p> <p>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.</p>	74

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
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
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
<b>Kigali Cooling Efficiency Fund (K-CEF)</b>	
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
<b>Lawrence Berkeley National Laboratory</b>	
The Secretariat provided comments on a draft report on opportunities and risks of efficiency improvement and refrigerant transition in room air-conditioning.	80
<b>Natural Resources Defense Council</b>	
Multilateral Fund Climate impact Indicator (MCII) including the tool (Excel file), the manual (PDF) and an explanation of the tool (Word file).	81
<b>Minamata Convention on Mercury</b>	
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
<b>Technology and Economic Assessment Panel (TEAP)</b>	
Pre-session Executive Committee documents regarding HFC phase down policy matters (UNEP/OzL.Pro/ExCom/77/70/Rev.1, UNEP/OzL.Pro/ExCom/78/4 to 78/9, UNEP/OzL.Pro/ExCom/79/45-79/48, and UNEP/OzL.Pro/ExCom/80/54 to 80/56 including Corrs., and UNEP/OzL.Pro/ExCom/80/59) and information on the status of the development of the cost guidelines for HFC phase-down as contained in the Report of the 80 <sup>th</sup> meeting of the Executive Committee (UNEP/OzL.Pro/ExCom/80/59).	81

Secretariat advice/discussions held/interaction	Meeting
<b>United Nations Auditors</b>	
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
<b>United Nations Framework Convention on Climate Change (UNFCCC)</b>	
Comments on the draft technical summary of the mitigation benefits of actions, initiatives and options to address non-carbon dioxide greenhouse gas emissions	74
The Secretariat received an invitation in early October 2013 to attend the 19 <sup>th</sup> session of the Conference of the Parties to the UNFCCC and the 9 <sup>th</sup> 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 25 <sup>th</sup> 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.	71
<b>World Trade Organization, Trade and Environment Division</b>	
Update of the MEA Matrix for the WTO's Committee on Trade and Environment ( <a href="https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm">https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm</a> )	75