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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Eighty-third Meeting  
Montreal, 27– 31 May 2019

**SECRETARIAT ACTIVITIES****Introduction**

1. This document presents the activities of the Secretariat since the 82<sup>nd</sup> meeting of the Executive Committee.

**Notification of the decisions of the 82<sup>nd</sup> meetings of the Executive Committee**

2. The Report of the 82<sup>nd</sup> meeting<sup>1</sup> was conveyed to all Executive Committee members, other meeting participants, and Ms. Joyce Msuya, Acting Head of UNEP, and was placed on the Multilateral Fund's website. Decisions of the 82<sup>nd</sup> meeting related to project approvals, HCFC phase-out management plan (HPMP) tranche submission delays, and outstanding country programme data reports were communicated to 107 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 82<sup>nd</sup> meeting**

3. The Chief Officer sent a letter to the Governments of donor countries<sup>2</sup> that have pledged to provide fast-start support for the implementation of HFC phase-down, in which he explained matters related to the Kigali Amendment that were discussed at the 82<sup>nd</sup> meeting.

4. In response to decision 81/16(b),<sup>3</sup> the Secretariat has been extracting relevant information from final reports of completed demonstration projects for low global-warming potential (GWP) alternatives to HCFCs and feasibility studies for district cooling, submitted to the Executive Committee. The information has been shared with the relevant bilateral and implementing agencies to *inter alia* check the consistency of the information contained therein. The final text is being edited and being converted into fact sheets

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<sup>1</sup> UNEP/OzL.Pro/ExCom/82/72

<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.

<sup>3</sup> The Executive Committee requested the Secretariat to *inter alia* share the results of the demonstration projects implemented to date through dedicated communication products such as project fact sheets.

which will be placed on the Secretariat's website prior to the 83<sup>rd</sup> meeting. The Secretariat is appreciative of the assistance provided by the relevant bilateral and implementing agencies in preparing the fact sheets.

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

### **Preparation for the 83<sup>rd</sup> meeting of the Executive Committee**

6. Logistical arrangements were made for the 83<sup>rd</sup> meeting, to be held in Montreal from 27 to 31 May 2019<sup>4</sup>. The Secretariat prepared the documents for the 83<sup>rd</sup> meeting<sup>5</sup> as listed in document UNEP/OzL.Pro/ExCom/83/Inf.1. The Secretariat also prepared five documents for the meeting of the Sub-group on the Production Sector to take place in the margins of the 83<sup>rd</sup> meeting.<sup>6</sup> The Secretariat also reviewed and updated databases, summary documents and operational guidelines.<sup>7</sup>

7. A site containing meeting documents in Arabic, Chinese, English, French, and Spanish, and logistical information for the 83<sup>rd</sup> meeting was created on the Multilateral Fund's public website.

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

#### Missions of the Chief Officer

*Paris (France) 15 to 22 February 2019*

8. Eight staff members (including the Chief Officer), attended the Second Global Inter-Regional Meeting and Parallel Network Meetings of National Ozone Officers (NOOs), organized by UNEP's Compliance Assistance Programme (CAP). The Chief Officer made a presentation at the plenary of the Global Inter-Regional Thematic Meeting. The Secretariat was able to make three to four substantive presentations at each regional network meeting on *inter alia* the most recent decisions adopted by the Executive Committee, country programme data reporting, the refrigeration servicing sector, verification of consumption, and enabling activities for HFC phase-down. The Secretariat also participated in all six sessions on "join the experts" where a number of questions raised by NOOs were addressed.

9. Secretariat staff took the opportunity to meet bilaterally with the staff from CAP headquarters and regional teams to broadly discuss policy and project-related matters, including the preparation of the

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<sup>4</sup> Letters of invitation were sent to members of the Executive Committee, the President of the Bureau of the Thirtieth Meeting of the Parties, 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>5</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.

<sup>6</sup> Further to the consent received from the Government of China, documents for the Sub-group on the Production Sector were sent to the Heads of delegation of members of the Executive Committee, as the Sub-group for 2019 has not yet been established by the Executive Committee.

<sup>7</sup> Inventory of approved projects as of November 2018; Policies, procedures, guidelines and criteria as of November 2018; the guide for the submission of stand-alone investment projects pursuant to decisions 78/3(g) and 79/45; the guide for the submission of enabling activities; the guide for the preparation of stage I of the HCFC phase-out management plan (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); the guide for the submission of stand-alone HFC investment projects; and the guide on preparing institutional strengthening projects.

documents on energy efficiency in the refrigeration servicing sector. Secretariat staff also had the opportunity to have a session with NOOs.

10. In the margins of the network meeting:

- (a) Secretariat staff met with representatives from the “Fonds Français pour l'Environnement Mondial” (French Facility for Global Environment, FFEM) attending the network meeting. The Chief Officer, on behalf of the Multilateral Fund, expressed appreciation to the Government of France for its continuous support to the Fund as donor Party and as bilateral agency. During the discussion, representatives of the FFEM Secretariat indicated the interest of their Government in issues related to energy efficiency and the inclusion of the thematic in the FFEM strategy for 2019-2022;
- (b) The Chief Officer, the Senior Administrative and Fund Management Officer and the Associate Programme Management Officer paid a courtesy visit to the Ministry for the Economy and Finances of France. Issues discussed included the fixed-exchange-rate mechanism, bilateral co-operation by the Government of France, and the replenishment of the Multilateral Fund for the 2021-2023 triennium;
- (c) The Chief Officer and the Senior Administrative and Fund Management Officer met with representatives of the Government of Azerbaijan to discuss matters related to the outstanding contributions of the Government to the Fund and the timing for the start of payments;
- (d) Staff from the Multilateral Fund Secretariat (including the Chief Officer) and the Executive Secretary of the Ozone Secretariat met with a representative of the International Energy Agency (IEA, with headquarters located in Paris, France). The Secretariat briefly explained the work on energy efficiency in the context of the Kigali Amendment to the Montreal Protocol. The representative of the IEA indicated that his Organization had undertaken a compilation of policies and standards on energy efficiency in different countries and made it available to the Secretariat. The representative also shared a report on cooling prepared by the IEA. The IEA has limited experience in energy-efficiency activities related to the refrigeration and air-conditioning (RAC) sector. The Fund Secretariat expressed its appreciation to the representative of the IEA for the discussions and the information provided; and
- (e) Secretariat staff attended a meeting at the Secretariat of the Multilateral Organisation Performance Assessment Network (MOPAN)<sup>8</sup> located in Paris, France, where an introduction of each of the Secretariats was made (all the activities undertaken by the Secretariat related to the MOPAN assessment since the 82<sup>nd</sup> meeting are described under the section on “Cooperation with Multilateral Environmental Agreements (MEAs) and other organizations” below.

*Nairobi (Kenya) 9 to 17 March 2019*

11. The Chief Officer and the Deputy Chief Officer participated in the fourth session of the United Nations Environment Assembly (UNEA), including the Conference of the Whole and the Ministerial Meeting. The Chief Officer paid a courtesy visit to the Office of the Executive Director of UNEP where he

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<sup>8</sup> At the 82<sup>nd</sup> meeting, the Executive Committee was informed that MOPAN’s Steering Committee took the decision to assess the Multilateral Fund in its next assessment cycle (paragraph 29 of document UNEP/OzL.Pro/ExCom/82/2). Subsequently, the Committee agreed to support the proposed collaboration between the Secretariat and the MOPAN in its assessment of the Multilateral Fund (paragraph 27 of document UNEP/OzL.Pro/ExCom/82/72).

had the opportunity to meet with the UNEP's Executive Director-designate, who suggested that a meeting could be organized once the Executive Director assumes the position in June 2019.

12. Both the Chief Officer and the Deputy Chief Officer had a brief meeting with the new Director of the Corporate Services to introduce themselves and have a broad discussion on administrative matters related to the operation of the Secretariat and the Treasurer. It was agreed that a comprehensive meeting would be scheduled at a future date to discuss in detail issues related to the Treasurer's functions and UNEP's services to the Fund. The Chief Officer also suggested that the Director of the Corporate Services could attend one of the Executive Committee's meetings to better understand the operation of the Executive Committee and its expectations in relation to UNEP's role as Treasurer of the Fund.

13. The mission provided an opportunity for several meetings and discussions outside of the UNEA, including with the Executive Secretary of the Ozone Secretariat and her staff; the Treasurer on matters related to contributions and invoices; the Director of the Law Division and her staff on matters related to OzonAction; and the staff of the Regional Office for Africa including the staff of OzonAction in Africa. The mission also provided an opportunity to follow up on administrative and personnel matters with the relevant UNEP/UNON staff, and the UNEP gender focal point.

14. Both the Chief Officer and the Deputy Chief Officer had bilateral meetings with the Vice-chair of the Executive Committee where *inter alia* a detailed explanation of every item of the agendas of meetings of the Executive Committee was provided. The Chief Officer also had the opportunity to communicate to the Minister of Environment of Rwanda the key role of the Vice-Chair of the Committee in 2019 and potentially the Chair in 2020, and the additional support that would be needed from her Government.

15. The Chief Officer met with the Deputy Executive Secretary of the Green Climate Fund and had informal discussions on matters of interests to both Funds. He also met with the Chief of Staff and Director of UNDP and explained the key role that UNDP is playing as one of the four implementing agencies of the Multilateral Fund. Further, he met with the Director of the Environment of the Organisation for Economic Co-operation and Development (OECD) and explained the work of the Multilateral Fund.

*Beijing (China) 16 to 20 March 2019*

16. The Chief Officer and a Senior Programme Management Officer participated in the international workshop on capacity building for the implementation of the Montreal Protocol in China. Participants included representatives from Article 5 and non-Article 5 countries, implementing agencies, and an international non-governmental organization. The Chief Officer provided welcoming remarks, highlighting the key role China plays in the implementation of the Montreal Protocol and the Multilateral Fund's long history of supporting China. Presentations during the workshop addressed, *inter alia*, scientific information on the unexpected increase in global emissions of CFC-11 and analysis of potential causes; a market analysis of the polyurethane foam sector in China and CTC production; the ODS compliance framework in China, Cambodia, Indonesia, and the European Union; China's ODS compliance monitoring work plan, the results and challenges of ODS-related supervision and law enforcement; and China's ODS import and export management. Representatives from Australia and Pakistan also shared their experiences on ensuring compliance with the Montreal Protocol.

17. A key outcome of the workshop was the breadth and number of actions taken by the Government of China to assure the long-term sustainability of the phase-out of controlled substances associated with projects in the consumption and production sectors. Additional planned actions included the establishment of an atmospheric monitoring network, and the establishment of six laboratories to test industrial products.

18. In two bilateral meetings, one with staff from the Ministry of Environment and Ecology, and the Environmental Convention Implementation Technical Centre, and the other with the Vice-Minister of Environment and Ecology, the Secretariat was able to highlight the relevance of information on the systems

in place and actions taken to ensure the long-term sustainability of the phase-out of ODS that has been accomplished, and that is associated with projects under current and future implementation.

#### Missions of other staff

*Vienna (Austria) 24-28 March 2019*

19. A Senior Programme Officer attended the International Symposium on the Unexpected Increase in Emissions of Ozone-Depleting CFC-11, organized by the Stratosphere-Troposphere Processes and their Role in Climate (SPARC), the Ozone Secretariat, the Technology and Economic Assessment Panel and the Scientific Advisory Panel.

*New York (United States of America) 21 to 24 May 2019*

20. The Secretariat received an invitation to participate in the workshop towards the effective implementation of the Kigali Amendment, organized by UNDP, and to make a presentation on the Preliminary document on all aspects related to the refrigeration servicing sector that support the HFC phase-down.<sup>9</sup> Since the workshop will take place during the week immediately prior to the 83<sup>rd</sup> meeting, a Senior Programme Management Officer would be able to attend only the first day of the workshop.

#### Inter-agency coordination meeting

21. The Secretariat arranged an Inter-agency coordination meeting in Montreal, from 5 to 7 March 2019. Participants included Secretariat staff, the representative of the bilateral agencies of Canada, Germany and Japan, and representatives of the implementing agencies.

22. The coordination meeting allowed the Secretariat and the agencies to discuss several matters regarding preparations for the 83<sup>rd</sup> meeting, *inter alia*, the revised draft format for the country programme data reporting incorporating consumption of HFCs in line with the Kigali Amendment; terms of reference of evaluations under the monitoring and evaluation functions; completeness of all submissions to the meeting (e.g., tranches of ongoing HPMPs; requests for renewal of institutional strengthening projects; progress reports for projects with specific reporting requirements; and project completion reports); main issues for the number of tranche submission delays; fact sheets for demonstration projects for low-GWP alternatives and feasibility studies for district cooling; overview of the monitoring, reporting, verification and enforceable licensing and quota systems in place; and gender mainstreaming.

#### Staffing and recruitment

23. On 24 March 2019, the Chief Officer received a communication with the sad news of the passing of Mr. Mani Subramanian who was the first Fund Management and Administrative Officer of the Multilateral Fund Secretariat. The Secretariat posted in its website “A tribute to a life truly and fully lived” recognizing Mr. Subramanian outstanding contributions to the establishment of the infrastructure and operating systems of the Secretariat which are still the embodiment of the Multilateral Fund. The former and current staff of the Secretariat are profoundly saddened by the news of Mr. Subramanian passing but remember the good fortune to know him.

24. Further to a competitive recruitment process that adhered to evaluation criteria of the United Nations, the following posts have been filled at a higher level:

- (a) BL 1111, prior to 1 March 2019 the staff occupying this P3 level post was classified at the P2 level; since then the staff has been promoted to P3; and

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<sup>9</sup> UNEP/OzL.Pro/ExCom/82/64

- (b) BL 1303 and BL 1304 were upgraded from G5 level to G6 level in line with decision 77/63(b)(ii). Since 1 May 2019, two internal staff have been promoted and occupying these posts.

25. The following posts have become vacant:

- (a) BL 1305 and BL 1313 at G5 level. These vacancies are as a result of the promotion of the two staff as explained in paragraph 24, subparagraph (b). While the recruitment process has been initiated, two short-term staff have been temporarily recruited;
- (b) BL 1114 at P4 level. The incumbent of the post requested not to extend his contract beyond the expiration date of 20 March 2019. The job opening to fill the post has been issued under the United Nations Careers Portal, and the selection process is ongoing; and
- (c) BL 1307 at G5 level. The vacancy was due to the departure of the incumbent from the Secretariat on 18 January 2019. The job opening to fill the post has been issued under the United Nations Careers Portal, and the selection process is ongoing.

26. In addition, the Deputy Chief Officer (BL 1102 at D1 level) advised the Secretariat that the Secretary-General of the United Nations had appointed him as the Regional Director for Africa under the UN Development Coordination Office. The position will become vacant on 1 July 2019 when the Deputy Chief Officer will take up his new position. The Secretariat will initiate the process for filling the post accordingly.

27. BL 1108 at P4 level, became vacant on 4 March 2019 upon retirement of the incumbent. Prior to advertising the post, a thorough review of the immediate staffing needs of the Secretariat concluded as follows:

- (a) BL 1116 at P2 level. The responsibilities of the post have significantly increased as well as the complexity of the tasks. It is therefore recommended that the post be upgraded to P3 level as Programme Management Officer (instead of Associate Database Officer);
- (b) BL 1309 at G4 level. The responsibilities and tasks undertaken by the post have significantly evolved from performing clerical work to providing staff assistance. Based on a job description reflecting the current tasks of the incumbent, it is recommended that the post be upgraded to G5 level with a change in the post title to Staff Assistant;
- (c) BL 1312 at G6 level. The responsibilities and tasks undertaken by the post have significantly evolved in volume and complexity as a result of the expansion of Umoja and the deployment of its next phase; it is therefore recommended that the post be upgraded to G7 level, noting that this post is funded from the programme support cost; and
- (d) BL 1108 at P4 level. The Secretariat has initiated the process for recruiting a staff on a temporary basis to assist with the preparation for the 83<sup>rd</sup> and 84<sup>th</sup> meetings. A reclassification of the post is recommended taking into account emerging staffing needs of the Secretariat and potential changes in responsibilities of the post.

28. Based on the above considerations, and before taking any action, the Secretariat is seeking the advice from the Executive Committee on whether it could introduce the recommended changes to the posts BL 1116, BL 1309 and BL 1312 when submitting the document on Approved 2020, 2021 and proposed 2022 budgets of the Fund Secretariat to the 84<sup>th</sup> meeting.

29. Recruitment and contractual arrangements for one consultant for the monitoring and evaluation work programme, three consultants for the project review team, and two individual contractors to provide temporary assistance were finalized. The contractual arrangement for interpreters, translators, and report writers for the 83<sup>rd</sup> meeting were coordinated with UNEP and the United Nations Office in Nairobi.

#### Staff development and training

30. All staff members undertook a number of mandatory United Nations online training courses.

31. The Secretariat hosted face-to-face training on UMOJA Extension II and Ramp-up for Americas and Europe, conducted by UNEP in Montreal from 1 to 5 April 2019.

32. Three staff members of the Secretariat participated in the webinar “A case for closing the case: retro-fitting open refrigeration” organized by the GreenChill Partnership of the Stratospheric Protection Division of the United States of America Environmental Protection Agency. The webinar presented the energy savings, financial and other benefits generated by retro-fitting medium temperature cases in grocery stores, as well as associated rebate/incentive programmes offered by utilities in the country.

#### Administrative matters

33. The Secretariat continued with the process of reviewing the lease for the Secretariat’s office, which comes to term in December 2019. During the process, the Secretariat maintained close consultations with the Government of Canada, the United Nations Headquarters in New York and relevant procurement staff of UNEP. In line with the United Nations rules and regulations on procurement matters, a procurement exercise was conducted for the rental of computer equipment for the 83<sup>rd</sup> meeting. Contractual arrangements to hold the 83<sup>rd</sup> meeting at the International Civil Aviation Organization were finalized.

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

#### *Multilateral Environmental Agreements*

34. In the margins of the fourth session of UNEA, the Chief Officer and Deputy Chief Officer attended a meeting convened by UNEP acting Executive Director and UNEP Executive Director-designate with MEA secretariats on synergies between the conventions on biodiversity and chemicals, and their planning processes. The Secretariat contributed to the discussion, highlighting the successes of the Multilateral Fund in building capacity in Article 5 countries in their ODS phase-out activities, and the need to define the objectives of synergies across MEAs, taking into account the comparative advantage of each convention.

#### United Nations organizations

#### *Climate and Clean Air Coalition (CCAC)*

35. On 4 April 2019, the Chief Officer received a request from the CCAC Secretariat to have an informal consultation with the Secretariat to better understand the work being undertaken by the Multilateral Fund to address the issue of energy efficiency under the Kigali Amendment. The CCAC Secretariat informed the Fund Secretariat that the CCAC working group had provisionally approved a new initiative on efficient cooling to help build high-level leadership and facilitate collaboration among stakeholders with a view to fostering enhanced energy efficiency in the cooling sector while countries implement the phase-down of HFC refrigerants under the Montreal Protocol.

36. In response to that invitation, on 16 April 2019 the Secretariat participated in a telephone conference with the CCAC Secretariat and representatives from the Government of France as one of the members leading the initiative. During the discussions, the Secretariat provided suggestions on specific

elements contained in the draft initiative and explained the work being undertaken by the Executive Committee on energy efficiency in the context of HFC phase-down. Participants were informed that the informal consultations would be reported to the Executive Committee under the document of the Secretariat activities.

### *Ozone Secretariat*

37. In line with decision 82/86(b), on 28 February 2019 the Fund Secretariat submitted to the Ozone Secretariat a document<sup>10</sup> containing a Note from the Multilateral Fund Secretariat based on the information contained in document UNEP/OzL.Pro/ExCom/82/70.

38. The Ozone Secretariat invited the Fund Secretariat to provide comments on the Report by the Ozone Secretariat on Unexpected emissions of CFC-11: Overview outlining the procedures under the Protocol and the Multilateral Fund with reference to controlled substances by which parties review and ensure continuing compliance with the Protocol obligations and the Fund, that would be submitted to the 41<sup>st</sup> meeting of Open-ended Working Group(OEWG).<sup>11</sup>

39. The Ozone Secretariat received a letter from the Government of the Democratic People's Republic of Korea proposing to include in the agenda of the 41<sup>st</sup> meeting of the OEWG the issue of suspension of funding and equipment transfer to the Party for phasing out HCFCs leading to potential non-compliance with the Montreal Protocol.<sup>12</sup> The Ozone Secretariat indicated that the request from the Government of the Democratic People's Republic of Korea had been included in the agendas of both the OEWG and the Implementation Committee Under the Non-Compliance Procedure of the Montreal Protocol. Subsequent to that request, the Fund Secretariat contacted both UNEP and UNIDO, as the two implementing agencies assisting the Government, requesting the current status of the ongoing projects under the Multilateral Fund. A detailed report indicating the effect of the resolutions by the UN Sanctions Committee on the country with regard to the implementation of the projects funded by the Multilateral Fund was provided to the Ozone Secretariat.

### Other organizations

#### *Multilateral Organisation Performance Assessment Network (MOPAN)*

40. Subsequent to the 82<sup>nd</sup> meeting, the Chief Officer sent a letter to the Chair and the Head of MOPAN, informing them on the agreement by the Executive Committee to support the proposed collaboration between the Fund Secretariat and MOPAN in the assessment of the Multilateral Fund. Since then the MOPAN Secretariat has assigned the Focal Point responsible for the assessment, the Institutional Lead (an expert from a MOPAN Member Government who oversees the process on behalf of the membership), and the service provider to carry out the assessment.

41. Given that several Secretariat staff members attended the regional network meeting in Paris, the inception meeting for the assessment was hosted by MOPAN at its premises in Paris. The Head of MOPAN introduced the team that would be responsible for the assessment and gave a brief introduction of the organization, including its mission and composition. She further elaborated on the assessment, including stakeholders involved, cycle, approach, methodology and scoring and rating. The Chief Officer made a comprehensive presentation on the Multilateral Fund, covering its governance, business model and accomplishments.

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<sup>10</sup> Overview of the procedures under the Multilateral Fund by which the Parties review and ensure continuing compliance with the terms of Agreements under the Fund, <http://conf.montreal-protocol.org/meeting/oewg/oewg-41/presession/Backgrounddocumentsothers/OEWG-41-CFC11-NotebyFundSecretariat.pdf>

<sup>11</sup> Bangkok, Thailand, 1–5 July 2019.

<sup>12</sup> The proposal by the Party is made under paragraph 6 of Article 5 of the Montreal Protocol.

42. Detailed discussions were held on a number of issues ranging from the scope of the assessment to the stakeholders to be involved (the Executive Committee would not be included) and the major differences between the Multilateral Fund and other organizations being assessed, which would lead to a tailored assessment to ensure fairness. The schedule for an inception visit to the Fund Secretariat, and the possible need for the assessment team to attend an Executive Committee meeting were also discussed. It was agreed that MOPAN would provide a follow-up communication to the Secretariat to address the items discussed and to prepare for the assessment. The Secretariat expressed its appreciation to the MOPAN Secretariat for hosting the meeting and for the hospitality granted.

*University of Bristol*

43. Subsequent to a request for available data on HFC-23 emissions from scientific researchers at the University of Bristol who are part of the Advanced Global Atmospheric Gases Experiment (AGAGE)<sup>13</sup> and are preparing an academic publication on the atmospheric trends in HFC-23, the Secretariat provided a summary of the data contained in documents on HFC-23 prepared by the Secretariat,<sup>14</sup> aggregated consumption of HFC-23 reported in surveys of ODS alternatives conducted in 119 Article 5 countries,<sup>15</sup> and data it had derived from publicly available resources during the preparation of document UNEP/OzL.Pro/ExCom/79/48.

### **Recommendation**

44. The Executive Committee may wish to allow the Secretariat to submit to the 84<sup>th</sup> meeting the Approved 2020, 2021 and proposed 2022 budgets of the Fund Secretariat taking into consideration the adjustments to budget lines to address the current needs of the Secretariat.

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<sup>13</sup> <https://agage.mit.edu/>

<sup>14</sup> UNEP/OzL.Pro/ExCom/82/68, UNEP/OzL.Pro/ExCom/82/68/Corr.1, UNEP/OzL.Pro/ExCom/81/54, UNEP/OzL.Pro/ExCom/79/48, UNEP/OzL.Pro/ExCom/79/48.Corr.1, UNEP/OzL.Pro/ExCom/79/48.Add.1, UNEP/OzL.Pro/ExCom/78/09

<sup>15</sup> UNEP/OzL.Pro/ExCom/80/54 and UNEP/OzL.Pro/ExCom/80/54.Add.1



**Annex I**

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

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<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>	
<b>Informal consultations with the CCAC Secretariat on a new initiative on efficient cooling that had been provisionally approved by the CCAC working group to help build high-level leadership and facilitate collaboration among stakeholders with a view to fostering enhanced energy efficiency in the cooling sector while countries implement the phase-down of HFC refrigerants under the Montreal Protocol.</b>	<b>83</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 Germany as a bilateral agency.	77
<b>Global Environment Facility</b>	
Review of one project: Accelerating Adoption of Sustainable Thermal Comfort: Transition towards Energy Efficient and Climate Resilient Cities in India	82
Review of four projects: Completion of the phase-out of HCFC consumption with the support of low-GWP technologies in Belarus, GEF project ID 6046; Kazakhstan, HCFC Phase-out in Kazakhstan through the promotion of zero-ODS low-GWP energy-efficient technologies, GEF project ID 6090; Complete HCFC phase-out in Tajikistan through the promotion of zero-ODS low-GWP energy-efficient technologies, GEF ID 6030; Complete HCFC Phase-out in Uzbekistan through the 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 the 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 71 <sup>st</sup> 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 included the Montreal-Protocol-related activities of the GEF	69
Since the 67 <sup>th</sup> meeting there has been 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 has been given to 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>	
<b>Courtesy visit to the Ministry for the Economy and Finances of France. Issues discussed included <i>inter alia</i> bilateral co-operation by the Government of France, and the replenishment of the Multilateral Fund for the 2021-2023 triennium.</b>	<b>83</b>
Information on the modalities for additional contributions to the Multilateral Fund.	77
<b>Green Climate Fund (GCF)</b>	
<b>Informal discussions between the Chief Officer and the Deputy Executive Secretary of the Green Climate Fund on matters of interests to both Funds, in the margins of the fourth session of the United Nations Environment Assembly.</b>	<b>83</b>

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
Meeting documents related the modalities for reporting the 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 costs.	80
<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: 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
The Fund Secretariat's experience in establishing legal arrangements with implementing entities and establishing a progress reporting system for the Multilateral Fund.	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);</p> <p>Presentation on capacity building under the Multilateral Fund.</p>	75
Presentation on the Multilateral Fund 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, including its project review process, policy development, meeting process, and 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 <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, indicated 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
<b>Grenoble School of Management</b>	
Information on the policies and procedures of the Multilateral Fund and the process of project approval for a study on technology learning curves.	80
<b>Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)</b>	
Information on practices regarding financial support to meeting participants/delegates.	75

<b>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<b>International Energy Agency (IEA)</b>	
<b>The Secretariat and the Executive Secretary of the Ozone Secretariat met with a representative of the IEA. The Secretariat explained the work on energy efficiency in the context of the Kigali Amendment. The representative of the IEA indicated that his Organization had undertaken a compilation of policies and standards on energy efficiency in different countries and made it available to the Secretariat. The representative also shared a report on cooling prepared by the IEA.</b>	<b>83</b>
<b>Joint Inspection Unit of the United Nation</b>	
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
With regard to the 2013 evaluation/review entitled “Post-Rio+20 review of environmental governance within the United Nations system, the Secretariat provided the Joint Inspection Unit 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), responsible for coordinating 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 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

Secretariat advice/discussions held/interaction	Meeting
<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>Multilateral Organisation Performance Assessment Network (MOPAN)</b>	
<b>The Secretariat attended a meeting at the Secretariat of MOPAN, where an introduction of each of the Secretariats was made. Discussions were held on <i>inter alia</i> the scope of the assessment to the stakeholders involved; major differences between the Multilateral Fund and other organizations being assessed, which would lead to a tailored assessment to ensure fairness; the schedule for an inception visit to the Fund Secretariat, and the possible need for the assessment team to attend an Executive Committee.</b>	83
Letter received from MOPAN Secretariat informing that MOPAN's Steering Committee took the decision to assess the Multilateral Fund in its next assessment cycle.	82
<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
<b>United Nations Auditors</b>	
Background information on the Multilateral Fund and other information including, <i>inter alia</i> , 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 Environment Programme</b>	
Together with the Ozone Secretariat, the Multilateral Fund Secretariat provided the Chemicals and Health Branch, Economy Division of UNEP with comments on GCO-II) report to the Chemicals and Health Branch including information related to: the accelerated phase-out of HCFCs, the Kigali Amendment regarding HFCs, the increased emissions of CFC-11 according to the publication by Montzka et al. in 2018; compliance with the Montreal Protocol's control measures and data reporting.	82
<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
<p>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.</p> <p>The Chief Officer informed the UNFCCC Secretariat that he was unable to attend due to preparations for the 71<sup>st</sup> 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.</p> <p>The representatives of both Secretariats met and discussed informally ways in which the two Secretariats could collaborate in the future as the need arose.</p>	71

Secretariat advice/discussions held/interaction	Meeting
<b>University of Bristol</b>	
<b>Provided a summary of the data contained in documents on HFC-23 prepared by the Secretariat, aggregated consumption of HFC-23 reported in surveys of ODS alternatives conducted in 119 Article 5 countries, and data it had derived from publicly available resources during the preparation of document UNEP/OzL.Pro/ExCom/79/48.</b>	<b>83</b>
<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