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Multilateral Fund for the Implementation of  
the Montreal Protocol

***POLICIES, PROCEDURES, GUIDELINES AND  
CRITERIA***

(As at May 2019)

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**III. FUND SECRETARIAT****VENUE**

The Executive Committee decided that the Fund Secretariat, co-located with UNEP, should have Montreal as its venue. The Executive Committee accepted the offer of the Government of Canada to cover any additional costs of locating and operating the Secretariat in Canada relative to costs associated with UNEP Headquarters. The coverage of these costs should be included in the host country agreement to be concluded between Canada and UNEP and adjusted on an annual basis.

*(UNEP/OzL.Pro/ExCom.1/2, para. 14).*

**FUNCTIONS**

The Fund Secretariat operating under the Chief Officer shall assist the Executive Committee in the discharge of its functions. The Fund Secretariat, co-located with UNEP, should have Montreal as its venue. The Terms of Reference of the Fund Secretariat are presented in Annex III.1.

The Executive Committee decided that the Chief Officer and the Fund Secretariat be given all the necessary means of performing their functions in the most independent, efficient and effective manner possible.

*(UNEP/OzL.Pro/ExCom/3/18/Rev.1, para. 31).*

**REPORTING AND DOCUMENTATION**

The Chief Officer shall submit to the Executive Committee semi-annual reports covering budget and financial issues, and shall also report when necessary, on activities during the reporting period, including those requiring action by the Executive Committee:

- (a) revision of current year's budget for the Secretariat;
- (b) proposals for subsequent year's budget for the Secretariat;
- (c) report on contributions, fund disbursements and investments;
- (d) report on contributions through bilateral and regional co-operation;
- (e) annual assessment of bilateral co-operation;
- (f) operational policies and guidelines of the Fund;
- (g) three-year plan and budget for the Fund; and
- (h) performance reports and assessments of Implementing Agencies and their activities.

*(UNEP/OzL.Pro/ExCom/3/18/Rev.1 Annex III (section VI.1)).*

**Meeting overview paper**

The Fund Secretariat should prepare a meeting overview paper for distribution to Committee members before Committee meetings.

*(UNEP/OzL.Pro/ExCom/11/36, para. 156.11).*

*(Supporting document: UNEP/OzL.Pro/ExCom/11/34).*

**BUDGET AND COSTS**

The Executive Committee accepted the offer of the Government of Canada to cover any additional costs of locating and operating the Secretariat in Canada relative to costs associated with UNEP Headquarters.

*(UNEP/OzL.Pro/ExCom/1/2, para. 14).*

The Multilateral Fund shall cover Secretariat costs, based on regular budgets submitted to the Executive Committee for decision.

The Executive Committee decided that the Fund budget should be in two separate parts: the administrative budget, consisting of the budget of the Fund Secretariat, and the budget for operational activities.

*(UNEP/OzL.Pro/ExCom/3/18/Rev.1, para. 21).*

The Chief Officer should have flexibility to switch expenditures between budget lines within each component (two-figure code) but not between components. If the Chief Officer faced a situation in which he considered it desirable to switch funds between components, he could do so up to a limit of 20 per cent of the component budget allocation, but for greater amounts he should seek the approval of the Executive Committee.

*(UNEP/OzL.Pro/2/3 Appendix IV of Decision II/8, para. 17).*

*(UNEP/OzL.Pro/ExCom/3/18/Rev.1, para. 30).*

The Eighteenth Meeting of the Executive Committee decided that in the event that the resources allocated under

any one budget component were not fully expended, the remaining resources should be used for Secretariat staff training programmes and that these should not be restricted to technical training. In future budgets, an explicit provision for staff training should be made.

*(UNEP/OzL/Pro.ExCom/18/75, Decision 18/2, para. 13(b)).*

**1996 budget**

The Eighteenth Meeting of the Executive Committee decided to approve the revised 1996 budget for the Fund Secretariat and the proposed budgets for 1997 and 1998 on the understanding that the necessary resources would need to be approved at the last meeting of the Executive Committee in 1996.

*(UNEP/OzL/Pro.ExCom/18/75, Decision 18/2, para. 13(a)).*

**1997 budget**

The Twentieth Meeting of the Executive Committee decided:

- (a) to approve the revised budget of the Fund Secretariat for 1997, including the new budget line for staff training introduced in accordance with Executive Committee decision 18/2;
- (b) to note that a further revision of the 1997 budget might be necessary during 1997 to reflect the Executive Committee's decisions on the monitoring and evaluation system for the Multilateral Fund.

*(UNEP/OzL.Pro/ExCom/20/72, Decision 20/2, para. 11).*

*(Supporting document: UNEP/OzL.Pro/ExCom/20/72 Annex II).*

**1998 budget**

The Twenty-third Meeting of the Executive Committee decided:

- (a) to approve the revised 1998 budget for the Fund Secretariat and the provisions for Secretariat staff salary costs for the period 1999-2001, with the addition of a footnote relating to provision for a fourth meeting of the Executive Committee stating that the budgeted funds were only for the purpose of that meeting;
- (b) to add provision for meetings of the Production Sector Subgroup (see Decision 23/50).

*(UNEP/OzL.Pro/ExCom/23/68, Decision 23/10, para. 24).*

The Twenty-sixth Meeting of the Executive Committee decided to approve the budget for the Fund Secretariat for 1999.

*(UNEP/OzL.Pro/ExCom/26/70, Decision 26/12, para. 31).*

**2000 budget**

The Twenty-ninth Meeting of the Executive Committee decided to approve the budget of the Fund Secretariat for the year 2000.

*(UNEP/OzL.Pro/ExCom/29/65, Decision 29/19, para. 41).*

**2001 budget**

The Thirty-second Meeting of the Executive Committee decided to approve the budget of the Fund Secretariat for the year 2001.

*(UNEP/OzL.Pro/ExCom/29/65, Decision 32/14, para. 25).*

**2002 budget**

The Thirty-fifth Meeting of the Executive Committee decided to approve the budget of the Fund Secretariat for the year 2002.

*(UNEP/OzL.Pro/ExCom/35/67, Decision 35/15, para. 45).*

**2003 budget**

The Thirty-eighth Meeting of the Executive Committee decided to approve the budget of the Fund Secretariat for the year 2003.

*(UNEP/OzL.Pro/ExCom/38/70/Rev.1, Decision 38/10, para. 41).*

**2004 budget**

The Forty-first Meeting of the Executive Committee decided:

- (a) to approve the revised 2003 budget at an amount of US \$3,770,650, the proposed 2004 budget at an amount of US \$3,798,558, including staff salaries for the Secretariat, the revised staff component for 2005, and the proposed staff component for 2006; and
- (b) to request the Secretariat to base future budgets on more realistic estimates and to provide explanations for

any increases which exceeded the current rate of inflation.

*(UNEP/OzL.Pro/ExCom/41/87, Decision 41/11 para. 43).*

*(Supporting document UNEP/OzL.Pro/ExCom/41/87, Annexes III and IV).*

**2005 budget**

The Forty-fourth Meeting of the Executive Committee decided to approve:

- (a) the revised 2005 budget of the Fund Secretariat totalling US \$3,867,547 to cover the 2005 salary component of the budget already approved at the 41st Meeting of the Executive Committee and the operational costs of the Secretariat as well as the cost of the upgrade of a GS post from G5 to G7;
- (b) the revised 2006 salary component of the budget totalling US \$2,563,624 with an increase of 0.5 per cent as a result of the upgrade of a GS post from G5 to G7; and
- (c) the proposed 2007 salary component of the budget totalling US \$2,676,214.

*(UNEP/OzL.Pro/ExCom/44/73, Decision 44/56, para. 218).*

*(Supporting document UNEP/OzL.Pro/ExCom/44/73, Annex XVI).*

**2006 budget**

The Forty-seventh Meeting of the Executive Committee decided:

- (a) the amount of US \$1,023,680 in the revised 2006 budget of the Fund Secretariat totalling US \$3,572,455 to cover the 2006 salary component already approved at the 44th Meeting of the Executive Committee and the 2006 operational costs of the Secretariat, as well as the upgrade of a General Service post from G4 to G5 and an additional P2 post;
- (b) the amount of US \$102,589 in the revised 2007 salary component of the budget totalling US \$2,778,803, including an increase of 3.69 per cent as a result of the upgrade of a General Service post from G4 to G5 and the additional P2 post;
- (c) the proposed 2008 salary component of the budget, totalling US \$2,898,976; and
- (d) that the Secretariat withhold an amount of US \$100,000 from its next transfer of US \$500,000 to UNEP pursuant to its agreement with UNEP pending the report from the Secretariat on the issue to the 48th Meeting of the Executive Committee.

*(UNEP/OzL.Pro/ExCom/47/61, Decision 47/48, para. 178).*

*(Supporting document UNEP/OzL.Pro/ExCom/47/61, Annex XII).*

The Forty-eighth Meeting of the Executive Committee decided to approve:

- (a) an increase of US \$349,717 in the 2006 budget to cover both the 2005 retroactive payment and the 2006 payment of the salary increase of 8.5 per cent for general service staff effective 1 January 2005, resulting in a total revised 2006 budget of US \$5,085,732;
- (b) an increase of US \$150,000 for consultancy costs in the budget for 2006; and
- (c) an increase of US \$59,458 in the 2007 budget and US \$82,198 in the 2008 budget as a consequence of the 8.5 per cent increase in the general service staff allowance, resulting in total revised budgets for 2007 and 2008 of US \$2,838,261 and US \$2,980,174 respectively.

*(UNEP/OzL.Pro/ExCom/48/45, Decision 48/39, para. 171).*

*(Supporting document UNEP/OzL.Pro/ExCom/48/45, Annex XIV).*

**2007 budget**

The Fiftieth Meeting of the Executive Committee decided to approve the revised 2007, 2008 and proposed 2009 budgets of the Fund Secretariat as follows:

- (a) to approve the amount of US \$2,426,000 in the revised 2007 budget of the Fund Secretariat totalling US \$5,264,261 to cover the 2007 salary component already approved at the 48th Meeting of the Executive Committee, the 2007 operational costs of the Secretariat and the amount of US \$500,000 for the 2007 treasury fee;
- (b) to further note that while approving the 2007 treasury fee of US \$500,000, a sum of US \$200,000 is withheld, pending legal advice;
- (c) to request the Secretariat to seek legal advice in respect of the terms of the contract with UNEP as Treasurer, specifically focusing on the issue of the P5 post;

- (d) to request the Chair of the Executive Committee to write to the Executive Director of UNEP advising him of the Executive Committee's decisions taken at the 50th Meeting and outlining the reasons for withholding the sum of US \$200,000;
- (e) to note the amount of US \$2,980,174 for the salary component in 2008 already approved at the 49th Meeting;
- (f) to approve the proposed 2009 salary component of the budget totalling US \$3,129,183; and
- (g) to approve an additional amount in the 2007 budget to cover the cost of the study on destruction of unwanted ODS.

*(UNEP/OzL.Pro/ExCom/50/62, Decision 50/45 para. 191).*

*(Supporting document UNEP/OzL.Pro/ExCom/50/45, Annex XII).*

The Fifty-first Meeting of the Executive Committee decided:

- (a) to note with appreciation the reply received from the Executive Director of UNEP on the filling of the P5 post;
- (b) to release the US \$200,000 amount withheld at the 50th Meeting;
- (c) to agree to the upgrade of the P4 post of the Administrative and Fund Management Officer to P5 with additional responsibilities related to the financial management of the Trust Fund, and to charge the difference in cost associated with the upgrade to the treasury fees being paid to UNEP;
- (d) to request UNEP/UNON, in their capacities as treasurer, to continue to attend the meetings of the Executive Committee and provide the relevant financial information; and
- (e) to revise the Fund Secretariat's budget to reflect the upgrade of the P4 post to P5 and to include the amount agreed to by the Members of the Executive Committee for a comprehensive independent assessment of the administrative costs required for the 2009-2011 triennium.

*(UNEP/OzL.Pro/ExCom/51/46, Decision 51/39 para. 189).*

#### **2008 budget**

The Fifty-third Meeting of the Executive Committee decided:

- (a) to approve the amount of US \$2,784,087 in the revised 2008 budget of the Fund Secretariat totalling US \$5,764,261 to cover the 2008 salary component already approved at the 50th Meeting of the Executive Committee and the 2008 revised operational costs of the Secretariat;
- (b) to note the amount of US \$3,129,183 for the salary component in 2009 already approved at the 50th Meeting;
- (c) to approve the proposed 2010 salary component of the budget totalling US \$3,285,641;
- (d) to approve the revised 2008, 2009 and 2010 budgets of the Multilateral Fund Secretariat as contained in Annex XXVII to the final report; and
- (e) to note the request from the Secretariat regarding flexibility to revert to the Executive Committee during 2008 with a revised staffing structure.

*(UNEP/OzL.Pro/ExCom/53/67, Decision 53/43 para. 227).*

*(Supporting document UNEP/OzL.Pro/ExCom/53/66).*

The Fifty-fourth Meeting of the Executive Committee decided:

- (a) to approve the upgrading of one Deputy Chief Officer post from P5 to D1 starting in 2009;
- (b) to approve a new P3 post and to downgrade one post from P5 to P3 starting in 2008;
- (c) to upgrade the post of the Associate Executive Assistant from P2 to P3 starting in 2008;
- (d) to approve two new G6 posts starting in 2008; and
- (e) to approve a revised budget of US \$5,867,208 in 2008, US \$3,421,091 in 2009 and US \$3,592,146 in 2010 as contained in Annex XX to the present report.

*(UNEP/OzL.Pro/ExCom/54/59, Decision 54/44 para. 190).*

*(Supporting document UNEP/OzL.Pro/ExCom/54/58).*

#### **2009 budget**

The Fifty-sixth Meeting of the Executive Committee decided:

- (a) to approve the amount of US \$2,714,587 in the revised 2009 budget of the Fund Secretariat contained in Annex XVIII to the present report to cover the operational costs of the Secretariat, resulting in a total of US \$6,135,678 with the inclusion of the 2009 salary component already approved at the 54th Meeting of the Executive Committee;
- (b) to note the amount of US \$3,592,146 for the salary component in 2010 already approved at the 54th Meeting;
- (c) to approve the proposed 2011 salary component of the budget totalling US \$3,771,753;
- (d) to allow the Secretariat, on a one-time basis, flexibility in the 2008 budget to exceed the 20 per cent limit to reallocate funds among budget lines and move anticipated savings of approximately US \$50,000 from the sub-contract component to cover the overrun on conference service costs under the Executive Committee line in respect of having held the 55th Meeting of the Executive Committee in Bangkok, back-to-back with the meeting of the Open-ended Working Group of the Montreal Protocol in July 2008;
- (e) that the funds allocated to the position of the temporary staff assuming the role of the Senior Monitoring and Evaluation Officer in 2009 were limited to the budgetary allocation for that position only; and
- (f) to reconsider the budget for this position concurrently with its decision on the future priorities and arrangements for the monitoring and evaluation programme.

*(UNEP/OzL.Pro/ExCom/56/64, Decision 56/68 para 246)*

*(Supporting document: UNEP/OzL.Pro/ExCom/56/61).*

### **2010 budget**

The Fifty-ninth Meeting of the Executive Committee decided:

- (a) To approve the additional amount of US \$3,144,869 in the revised 2010 budget of the Fund Secretariat to cover the operational costs of the Secretariat and the Treasury fees as per decision 59/51(b) as contained in Annex IX to the present report, which includes the Multilateral Fund climate impact indicator allocation of US \$50,000 and multi-year agreement table on-line access of US \$60,000, noting that the latter should be deducted from the Senior Monitoring and Evaluation Officer's work programme, resulting in a total of US \$6,737,950;
- (b) To approve the proposed 2012 salary staff component costs of the budget totalling US \$3,888,905 as contained in Annex IX to the present report, which was calculated on a basis of a 3 per cent inflation rate against the 2011 staff cost levels;
- (c) To request the Secretariat to provide supporting documents from UNEP to justify a 5 per cent annual increase and had been normally applied against staff costs and to report the findings back to the 60th Meeting of the Executive Committee, taking into account the practice of United Nations agencies based in Montreal;
- (d) To consider, at its 60th Meeting, whether the Committee would like to revisit the salary staff component costs of the 2011 and 2012 budget to reflect the discussion as described in subparagraph (c) above;
- (e) To request the Secretariat to facilitate this process with the help of an informal budget group in the margins of the 60th Meeting of the Executive Committee;
- (f) To note that the approved 2010 budget was based on the typical costs of holding Executive Committee Meetings in Montreal; and
- (g) To note that the Secretariat had had to move anticipated savings in 2009 under some budget components in order to cover the overrun on conference service costs with respect to holding the 59th Meeting of the Executive Committee in Port Ghalib, Egypt.

*(UNEP/OzL.Pro/ExCom/59/59, Decision 59/52 para 282)*

*(Supporting document: UNEP/OzL.Pro/ExCom/59/58).*

The Sixtieth Meeting of the Executive Committee decided:

- (a) To maintain the annual increase in salary for staff for 2011 and 2012 approved at the 59th Meeting, as presented in Annex IX to document UNEP/OzL.Pro/ExCom/59/59, which had been approved for 2011 on the basis of a 5 per cent increase against the 2010 staffing costs and for 2012 on the basis of a 3 per cent increase against the 2011 staffing costs; and
- (b) To request the Secretariat to continue monitoring staff costs to assess the appropriate rate of increase for future years and to report back to the Executive Committee when presenting the 2010 accounts of the Fund at

the 65th Meeting in 2011.

*(UNEP/OzL.Pro/ExCom/60/54, Decision 60/49 para 217)*

*(Supporting document: UNEP/OzL.Pro/ExCom/60/53).*

**2011 budget**

The Sixty-second Meeting of the Executive Committee decided:

- (a) To approve the additional amount of US \$3,834,869 in the revised 2011 budget of the Fund Secretariat, as contained in Annex XXIII to the present report, to cover the operational costs of the Fund Secretariat, as well as the funding for technical audits of the production sector, resulting in a total of US \$7,606,622 with the inclusion of the 2011 personnel component costs already approved at the 56th meeting of the Executive Committee;
- (b) To note the amount of US \$3,884,905 for the 2012 personnel component costs already approved at the 59th meeting and maintained at the 60th meeting;
- (c) To approve the proposed 2013 personnel component costs of the budget totalling US \$4,001,453; and
- (d) To note that the personnel component costs referred to in paragraphs (b) and (c) above would be subject to any decision taken at the 65th meeting of the Executive Committee on the 3 per cent inflation rate applied in line with decision 60/49(b).

*(UNEP/OzL.Pro/ExCom/62/62, Decision 62/67 para 170)*

*(Supporting document: UNEP/OzL.Pro/ExCom/62/61).*

**2012 budget**

The Sixty-fifth Meeting of the Executive Committee decided:

- (a) To note the Secretariat's feedback on the appropriate rate of increase for staff costs, contained in document UNEP/OzL.Pro/ExCom/65/58;
- (b) To maintain the 3 per cent rate applied to the 2012, 2013 as well as 2014 budgets and to request the Secretariat to revisit the rate of 3 per cent in 2012 to further assess the most appropriate rate once all positions had been filled and occupied for at least two years;
- (c) To approve the amount of US \$3,034,869 in the revised 2012 budget of the Fund Secretariat, as contained in Annex XXXIV to the [report of the Sixty-fifth Meeting], to cover the operational costs of the Secretariat and the 2012 revised personnel component cost, resulting in a total of US \$6,919,774;
- (d) To approve the additional amount of US \$42,063 in the revised 2013 personnel component costs of the budget totalling US \$4,043,516; and
- (e) To approve the proposed 2014 personnel component costs of the budget totalling US \$4,164,821;
- (f) To request the Secretariat to report to the Executive Committee in the future on any balances returned to the Fund and provide information on how such balances were utilized in the document of the final accounts of the Fund.

*(UNEP/OzL.Pro/ExCom/65/60, Decision 65/52 para 198)*

*(Supporting document: UNEP/OzL.Pro/ExCom/65/58).*

**Revised 2012, 2013 and 2014 and proposed 2015 budgets of the Fund Secretariat**

The Sixty-eighth Meeting of the Executive Committee decided:

- (a) To approve the revised 2012 budget totalling US \$6,988,442, as contained in Annex XXVI to the present report [report of the 68<sup>th</sup> meeting], which included an additional amount of US \$68,668 to cover the cost differential of holding the 67th meeting in Bangkok rather than in Montreal;
- (b) To approve the amount of US \$3,024,031 in the revised 2013 budget of the Fund Secretariat to cover the operational costs of the Secretariat and the 2013 personnel component cost, resulting in a total of US \$7,067,547;
- (c) To note the amount of US \$4,164,821 for the salary component in 2014 already approved at the 65th meeting;
- (d) To approve the proposed 2015 personnel component costs of the budget totalling US \$4,287,391;
- (e) To note the Secretariat's feedback on the appropriate rate of increase for staff costs and to maintain the 3 per

cent rate applied to the 2013, 2014 as well as 2015 budgets; and

- (f) To note the change in title of Post 1104 for the Senior Project Management Officer to Deputy Chief Officer on Financial and Economic Affairs, on the understanding that the post was, and would remain, at P5 level until otherwise decided by the Executive Committee.

*(UNEP/OzL.Pro/ExCom/68/53, Decision 68/45 para 191)*

*(Supporting document: UNEP/OzL.Pro/ExCom/68/50).*

**Revised 2013, 2014 and 2015 and proposed 2016 budgets of the Fund Secretariat**

The Seventy-first Meeting of the Executive Committee decided:

- (a) To take note of the revised 2013, 2014, 2015 and proposed 2016 budgets of the Fund Secretariat, as contained in Annex XXV to the present report;
- (b) To approve the revised 2013 budget to reflect transfers between budget lines (BLs) 1101 and 1102 and transfers between BL 1333 and BL1334, noting that the total budget of US \$7,067,547 remained at the same level as approved at the 68<sup>th</sup> meeting;
- (c) To approve the revised 2014 budget in the amount of US \$6,983,852 to reflect:
  - (i) An additional amount of US \$2,819,031 to cover the operational costs;
  - (ii) Maintaining the posts 1301 and 1310 at G7 level in 2014, 2015 and 2016, pending further information;
- (d) To note the approved staff component costs of the 2015 budget totalling US \$4,287,391 which included programme support costs;
- (e) To approve the proposed staff component costs of the 2016 budget totalling US \$4,416,013, including programme support costs;
- (f) To request the Secretariat to discuss with UNEP options for cost savings through reduced programme support costs, including an 8 per cent programme support cost rate scenario, and potential implications on the provision of services and staffing, including a detailed breakdown of programme support costs, and to report to the Executive Committee by the 72<sup>nd</sup> meeting;
- (g) To request the Secretariat to resubmit the revised 2014 and 2015 and proposed 2016 budgets, based on a revised format; and
- (h) To request the Secretariat to submit to the 72<sup>nd</sup> meeting information on options regarding the reclassification results and the financial and operational implications of those options for the Multilateral Fund.

*(UNEP/OzL.Pro/ExCom/71/64, Decision 71/48 para 183)*

*(Supporting document: UNEP/OzL.Pro/ExCom/71/62).*

**Revised 2014 and proposed 2015 and 2016 budgets of the Fund Secretariat**

The Seventy-second Meeting of the Executive Committee decided:

- (a) To take note of the revised 2014, and proposed 2015 and 2016 budgets of the Secretariat contained in Annex II of document UNEP/OzL.Pro/ExCom/72/45;
- (b) To approve the revised 2014 budget, as contained in Annex XV to the present report, based on two Executive Committee meetings per year, to reflect:
  - (i) The upgrade of posts 1301 and 1310 from G7 to P2 under BL 1115 and BL 1116, respectively, effective June 2014, with a transfer of US \$12,500 from BL 1201 and US \$12,500 from BL 1335 to BL 1115 and BL 1116, respectively, to offset the increase in personnel costs due to a six month upgrade of the two posts; and that post under BL 1303 is classifiable at P2 level and could be accommodated within the Secretariat staff allocation;
  - (ii) A decrease in the following budget lines:

4101	Office stationery	(US \$5,265)
5201	Reproduction costs	(US \$4,590)
5302	Freight charges	(US \$4,050)
5401	Hospitality	(US \$7,200)

resulting in a total cost of US \$6,818,463, including 9 per cent in programme support costs;

- (c) To approve the revised 2015 budget, as contained in Annex XV to the present report to reflect the two upgrades with additional transfers of US \$12,500 compared to 2014 from BL 1201 and BL 1335 to BL 1115 and BL 1116, respectively, to cover the 12-month upgrade of posts BL 1115 and BL 1116, and to introduce operational costs at the same level as 2014 in the additional amount of US \$2,807,073, totalling US \$6,940,604, including 9 per cent programme support costs, and on the understanding that no allocation was made for a third meeting in 2015; and
- (d) To approve the revised 2016 budget, as contained in Annex XV to the present report to reflect the two upgrades, to introduce operational costs in the additional amount of US \$2,808,848 for 2016 to cover the two upgrades, and operational costs at the same level as 2015, totalling US \$7,066,385, including 9 per cent programme support costs, on the understanding that no allocation was made for a third meeting in 2016.

*(UNEP/OzL.Pro/ExCom/72/47, Decision 72/43 para 205 and UNEP/OzL.Pro/72/47/Corr.1)*

*(Supporting document: UNEP/OzL.Pro/ExCom/72/45).*

**Approved 2014, 2015 and 2016 and proposed 2017 budgets of the Fund Secretariat**

The Seventy-third Meeting of the Executive Committee decided:

- (a) To note the approved 2014, 2015, 2016 and proposed 2017 budgets of the Fund Secretariat contained in Annex I of document UNEP/OzL.Pro/ExCom/73/58;
- (b) To authorize the Secretariat to reallocate the sum of US \$118,750 from the approved 2014 budget under budget lines 1200, 1600 and 3301 to budget lines 1333, 1334 and 3302, as indicated in Table 2 of document UNEP/OzL.Pro/ExCom/73/58, and as contained in Annex XX to the present report, in order to accommodate the additional cost of having the 73rd meeting of the Executive Committee in Paris, noting that the proposed transfer among budget lines was above the 20 per cent limit; and
- (c) To approve the proposed staff and operational costs of the 2017 budget, as contained in Annex XX to the present report, totalling US \$7,190,229 based on a scenario of two meetings per year. To take note of the revised 2014, and proposed 2015 and 2016 budgets of the Secretariat contained in Annex II of document UNEP/OzL.Pro/ExCom/72/45.

*(UNEP/OzL.Pro/ExCom/73/62, Decision 73/69 para 225)*

*(Supporting document: UNEP/OzL.Pro/ExCom/72/58).*

**Approved 2015, 2016 and 2017 and proposed 2018 budgets of the Fund Secretariat**

The Seventy-fifth Meeting of the Executive Committee decided:

- (a) To note the approved 2015, 2016 and 2017, and proposed 2018 budgets of the Fund Secretariat contained in document UNEP/OzL.Pro/ExCom/75/82;
- (b) To authorize the Secretariat to reallocate funding among budget lines in the 2015 approved budget to absorb the additional costs incurred due to the introduction of UMOJA in June 2015 and a higher number of documents than originally estimated, on the understanding that if funding transfers exceeded the 20 per cent limit within the Chief Officer's authority, the Secretariat would report back to the Executive Committee at its 77th meeting; and
- (c) To approve the proposed staff and operational costs of the 2018 budget contained in Annex XXXIII to the present report, totalling US \$7,268,801 based on a scenario of two meetings per year, while giving the Secretariat the option to update its budget and submit it to the 76th meeting.

*(UNEP/OzL.Pro/ExCom/75/85, Decision 75/72 para 295)*

*(Supporting document: UNEP/OzL.Pro/ExCom/75/82).*

The Seventy-sixth meeting of the Executive Committee decided:

- (a) To note the document on the approved 2016, 2017 and 2018 budgets of the Fund Secretariat (decision 75/72(c)) contained in UNEP/OzL.Pro/ExCom/76/62; and
- (b) To request the Secretariat to revise the 2015, 2016, 2017 and 2018 budgets of the Fund Secretariat and to propose a 2019 budget, taking into consideration the outcome of the review by a United Nations classification officer of the job descriptions currently classified at the P-3 level, and to submit it to the 77th meeting.

*UNEP/OzL.Pro/ExCom/76/66, Decision 76/54, para 188)*

*(Supporting document: UNEP/OzL.Pro/ExCom/76/62).*

**Approved 2015, 2016, 2017, 2018 and proposed 2019 budgets of the Fund Secretariat**

The Seventy-seventh Meeting of the Executive Committee decided:

- (a) To note:
  - (i) The document on approved 2015, 2016, 2017 and 2018, and proposed 2019 budgets of the Fund Secretariat contained in UNEP/OzL.Pro/ExCom/77/74;
  - (ii) That US \$402,099 in expenditure not recorded in the 2015 accounts (composed of US \$378,099 relating to the budget of the Fund Secretariat and US \$24,000 relating to the budget of Senior Monitoring and Evaluation Officer) had been reallocated to the 2016 approved budget;
  - (iii) The return of US \$1,477,253 (composed of US \$1,449,117 from the approved 2015 budget for the Fund Secretariat and US \$28,136 from the approved 2015 budget of the Senior Monitoring and Evaluation Officer) to the Multilateral Fund at the 77th meeting;
- (b) To approve as contained in Annex XXX to the present report:
  - (i) The revised 2016 budget of US \$7,561,218 reflecting a reallocation of unrecorded expenditures of US \$378,099 in addition to a credit of US \$25,934 under budget line 1309 in 2015, and an increase of US \$30,800 associated with higher document translation costs for the 77th meeting of the Executive Committee;
  - (ii) The upgrade of four P3 posts to P4, the downgrade of one G7 post to G6, and the upgrade of one G5 post to G6, at an additional cost of US \$39,500, effective as of 1 January 2017;
  - (iii) The revised 2017 budget totalling US \$7,748,982, including one additional meeting of the Executive Committee at a cost US \$355,800 and US \$92,791 for other Executive Committee meeting-related costs;
  - (iv) The revised 2018 budget totalling US \$7,829,038 based on three meetings of the Executive Committee and on the 2017 revised budget; and
  - (v) The proposed 2019 budget with US \$7,961,748 based on three meetings of the Executive Committee, the revised 2018 budget and a 3 per cent increase in staff costs.

*UNEP/OzL.Pro/ExCom/77/76, Decision 77/63, para 224)*

*(Supporting document: UNEP/OzL.Pro/ExCom/77/63).*

**Approved 2018, 2019 and proposed 2020 budgets of the Fund Secretariat**

The Eightieth Meeting of the Executive Committee decided:

- (a) To note:
  - (i) The document on approved 2017, revised 2018 and 2019, and proposed 2020 budgets of the Fund Secretariat contained in UNEP/OzL.Pro/ExCom/80/7;
  - (ii) That US \$62,802 in expenditures not recorded in the 2016 accounts had been reallocated to the 2017 approved budget;
  - (iii) The return of US \$1,388,758 (comprising US \$1,345,650 from the approved 2016 budget for the Secretariat and US \$43,108 from the approved 2016 budget for the monitoring and evaluation work programme) to the Multilateral Fund at the 80th meeting;
- (b) To approve as contained in Annex II to the present report:
  - (i) The revised 2018 and 2019 budgets amounting to US \$7,402,419 and US \$7,540,205, respectively; and
  - (ii) The proposed 2020 budget of US \$7,682,125, based on the revised 2019 budget, including two meetings of the Executive Committee and a three per cent increase in staff costs.

*(UNEP/OzL.Pro/ExCom/80/59, Decision 80/5, para 39).*

*(Supporting document: UNEP/OzL.Pro/ExCom/80/7).*

**Approved 2019, 2020 and proposed 2021 budgets of the Fund Secretariat**

The Eighty-second Meeting of the Executive Committee decided:

- (a) To note:
  - (i) The approved 2018, revised 2019 and 2020, and proposed 2021 budgets of the Fund Secretariat contained in document UNEP/OzL.Pro/ExCom/82/8;
  - (ii) That US \$11,005 in expenditure not recorded in the 2017 accounts had been reallocated to the 2018 budget;

- (iii) The return of US \$1,665,431 (comprising US \$1,631,096 from the approved 2017 budget for the Secretariat and US \$34,335 from the approved 2017 budget for the monitoring and evaluation work programme) to the Multilateral Fund at the 82<sup>nd</sup> meeting;
- (iv) The return of US \$58,470 from the 2019 and 2020 approved budgets associated with adjustments to the following budget lines (BL): BL 4101, BL 5103, BL 5301, BL 5302 and BL 5303 to the Multilateral Fund at the 82<sup>nd</sup> meeting; and
- (b) To approve, as contained in Annex II to the present report:
  - (i) The revised 2019 and 2020 budgets amounting to US \$7,510,970 and US \$7,652,890, respectively; and
  - (ii) The proposed 2021 budget amounting to US \$7,799,067, based on the revised 2020 budget, including two meetings of the Executive Committee and a three-per-cent increase in staff costs.

*(UNEP/OzL.Pro/ExCom/82/72, Decision 82/6).*

*(Supporting document: UNEP/OzL.Pro/ExCom/82/8).*

**INFORMATION APPROACH**

The Fund Secretariat in co-operation with the Implementing Agencies should provide, Article 5 Parties, up front, with an information kit which should include: information on Implementing Agencies; project presentation guidelines; sample project proposals; standard grant, and where applicable, legal and disbursement agreements; information on the selection and use of financial intermediaries; and, procedural flow charts.

*(UNEP/OzL.Pro/ExCom/8/29 Annex III, para. 3.3).*

The Thirty-seventh Meeting of the Executive Committee decided to develop a framework for an information strategy for the Multilateral Fund, to be included on the agenda of the 38th Meeting of the Executive Committee, to be held in November in Rome.

*(UNEP/OzL.Pro/ExCom/37/71, Decision 37/1, para. 22(b)).*

**Framework for an information strategy for the Multilateral Fund**

The Thirty-eighth Meeting of the Executive Committee decided:

- (a) to take note of the Secretariat’s paper on the framework for an information strategy for the Multilateral Fund;
- (b) to request those delegations that wished to submit further proposals on the mission statement to do so within a period of four weeks;
- (c) that the Secretariat should prepare an elaborate strategy with the assistance of other institutions dealing with ozone depletion matters, in particular, the Ozone Secretariat, and submit it to the Executive Committee at its 39th Meeting.

*(UNEP/OzL.Pro/ExCom/38/70/Rev.1, Decision 38/78, para. 151).*

*(Supporting document: UNEP/OzL.Pro/ExCom/38/68).*

The Thirty-ninth Meeting of the Executive Committee decided to request the Secretariat to utilize the proposals it had made in order to submit a work plan to the Executive Committee at its 40th Meeting, taking into account the views expressed by the Committee, with a time framework and with the attendant cost estimates for an information strategy, noting that the cost estimates should be prepared taking into account the need to use the existing resources through normal budgeting procedure of the Fund.

*(UNEP/OzL.Pro/ExCom/39/43, Decision 39/55, para. 103).*

*(Supporting document: UNEP/OzL.Pro/ExCom/39/41).*

The Fortieth Meeting of the Executive Committee decided to approve US \$104,750 to develop the information strategy, as set out in the following Table:

Item	Time line	Estimated costs (US\$)*
Hardware (2 servers and security equipment)		
09/03	23,000	
Software and associated licenses		
09/03	21,750	
Development of web site (total from Table 1)	11/03 (launch)	0
Development of intranet/extranet (sub-total from Table 2)	11/03 (launch)	13,000
Development of expanded content and functionality for intranet/extranet (sub-total from Table 2)	12/03-03/04	22,000
Translation of public web site into 2 languages (translation costs plus		

### III. FUND SECRETARIAT

*Policies, procedures, guidelines and criteria (as at May 2019)*

additional cost of development and graphic elements)		
2004	0	
	Total (one off)	79,750
Maintenance- hardware and system maintenance, software upgrades, and translation of revised texts		
2004-2005	25,000	
	Total (2003-2005)	104,750

\*A zero cost is indicated when the costs of the activity will be covered through the existing Secretariat budget (UNEP/OzL.Pro/ExCom/40/50, Decision 40/53, para.105).  
(Supporting documents: UNEP/OzL.Pro/ExCom/40/49).

#### CONTRACT OF THE CHIEF OFFICER

The Thirty-sixth Meeting of the Executive Committee decided:

- (a) to request the Chairman of the Executive Committee to convey to the Executive Director of UNEP the content of the discussion at the 36th Meeting of the Executive Committee and to explore the circumstances under which the contract of Dr. Omar E. El-Arini might be extended;
- (b) to annex the texts of both proposals, which formed the basis of the understanding of the Executive Committee, to the present report (Annex III.2).

(UNEP/OzL.Pro/ExCom/36/36, Decision 36/57, para. 127).  
(Supporting document: UNEP/OzL.Pro/ExCom/36/36, Annexes XI and XII).

The Thirty-eighth Meeting of the Executive Committee decided:

- (a) formally to request the Executive Director of UNEP to seek an extension of the contract of the current Chief Officer of the Multilateral Fund Secretariat, Dr. Omar El-Arini, at the D2 level for a period of up to two years;
- (b) to request the Chairman, on behalf of the 14 Parties to the Montreal Protocol members of the Executive Committee, to visit United Nations Headquarters in New York, in collaboration with the Executive Director and with such assistance as needed, to seek the extension of the Chief Officer's contract;
- (c) also to request the Chairman of the Executive Committee, with such assistance as needed, to review the job vacancy notice prepared by UNEP and to provide comments thereon consistent with the terms of reference of the Executive Committee;
- (d) to request UNEP to ensure that the hiring of the next Chief Officer will be consistent with the following provision in the Terms of Reference of the Executive Committee (Decision IV/18): "to nominate, for appointment by the Executive Director of UNEP, the Chief Officer of the Fund Secretariat, who shall work under the Executive Committee, and report to it".

(UNEP/OzL.Pro/ExCom/38/70/Rev.1, Decision 38/78, para. 165).

The Thirty-ninth Meeting of the Executive Committee decided:

- (a) to take note with appreciation of the report of the Chair of the Executive Committee on his visit to United Nations Headquarters, undertaken at the request of the Executive Committee (Decision 38/80);
- (b) to endorse the understandings reached by the Chair and United Nations Headquarters officials with respect to the terms of reference of the Chief Officer, process of recruitment, nomination and appointment of the Chief Officer and further extension of the term of office of the current incumbent, Dr. El Arini, beyond 31 August 2003;
- (c) to note that the United Nations Office of Human Resources Management had issued a vacancy announcement for the Chief Officer's post on 10 March 2003, with the deadline for applications set at 9 May 2003;
- (d) to amend the education qualification therein as follows: "Advanced university degree (preferably Ph.D.) in economics, business administration, finance, public administration or any other equivalent field."
- (e) to request the United Nations Secretariat to reissue the amended announcement immediately;
- (f) to apply mutatis mutandis the procedure employed in 1990 (See UNEP/OzL.Pro/ExCom.1/2, paragraph 15, and UNEP/OzL.Pro/ExCom/2/5/Rev.1, paragraph 13) for the recruitment, nomination and appointment of the Chief Officer;

- (g) that a recruitment committee headed by Japan (Chair) and composed of representatives of Bolivia, Burundi, France, India, and the United States of America might review all applications, interview leading candidates and make a recommendation to the 40th Meeting of the Executive Committee, it being understood that:
- (i) the recruitment committee was authorized to meet early in June 2003 to establish a short list and, if necessary, to meet once more or hold a teleconference early in December 2003;
  - (ii) the recruitment committee was also authorized to invite the Executive Secretary of the Ozone Secretariat to attend as an observer;
  - (iii) a representative of the UNEP Secretariat, accompanied by supporting staff, would assist the recruitment committee technically and administratively throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations;
- (h) to nominate the Chief Officer for appointment by the Secretary-General at its 40th Meeting;
- (i) to request the Secretary-General and the Executive Director of UNEP to expedite the timely appointment of the Chief Officer in order to ensure continuity of the work of the Multilateral Fund.

*(UNEP/OzL.Pro/ExCom/39/43, Decision 39/58, para. 116).*

The Fortieth Meeting of the Executive Committee decided:

- (b) to express appreciation to the Chief Officer and the Secretariat's staff for their work;
- (c) to convey the Committee's best wishes to the Chief Officer for the future.

*(UNEP/OzL.Pro/ExCom/40/50, Decision 40/1, para. 19 (b, c)).*

The Forty-first Meeting of the Executive Committee decided:

- (a) to note with appreciation the outstanding efforts made by the Chair of the Executive Committee to bring about the nomination and appointment of the Chief Officer;
- (b) to express its warm welcome to Ms. Maria Nolan and best wishes on her appointment as Chief Officer; and
- (c) to place the issue of Decision XV/48 of the Fifteenth Meeting of the Parties on the agenda of the Executive Committee for its 42nd Meeting.

*(UNEP/OzL.Pro/ExCom/41/87, Decision 41/1, para. 15).*

#### **RETIREMENT OF DR. OMAR EL ARINI**

At the Fortieth Meeting of the Executive Committee, statements of appreciation were made by the representative of Canada as the host country, the representatives of Bolivia, Burundi, Jordan, Mauritius and Saint Lucia on behalf of Article 5 countries and their respective regional groups, the United States of America on behalf of non-Article 5 countries, Austria on behalf of European countries, UNIDO on behalf of the Implementing Agencies, and the statement by a representative of the Secretariat on behalf of Secretariat staff (Annex III.3). Subsequently, the Committee decided:

- (a) to express deep gratitude to Dr. Omar El Arini for his outstanding contribution to the development and management of the Multilateral Fund Secretariat, as well as his excellent assistance to the Executive Committee in the formulation of Fund policies, planning, management and evaluation;
- (b) in view of his remarkable contribution to the work of the Multilateral Fund over an extended period from its inception, to grant the title of "Honorary Chief Officer" to Dr. Omar El Arini, which he might use in his post-career life after his retirement;
- (c) to note the Executive Committee's own intention to continue to benefit from Dr. Omar El Arini's experience and knowledge for its work as appropriate; and
- (d) to convey the Executive Committee's best wishes to the Chief Officer for the future.

*(UNEP/OzL.Pro/ExCom/40/50, Decision 40/57, para. 116).*

#### **RECRUITMENT PROCESS FOR THE POSITION OF THE CHIEF OFFICER OF THE MULTILATERAL FUND SECRETARIAT**

At its Sixty-seventh meeting, the Executive Committee decided:

- (a) To request the Secretariat to update the documentation relating to the recruitment process for the position of Chief Officer of the Multilateral Fund Secretariat and to provide it to the Executive Committee for consideration at its 68th meeting; and
- (b) To request the Secretariat also to make the necessary arrangements for the Executive Committee to undertake its usual recruitment procedure in relation to the position of Chief Officer of the Multilateral Fund Secretariat.

*(UNEP/OzL.Pro/ExCom/67/39, Decision 67/37, para. 125).*

At its Sixty-eighth meeting, the Executive Committee decided:

- (a) To take note of documents UNEP/OzL.Pro/ExCom/68/51 and Add.1;
- (b) To approve the vacancy announcement for the post of third Chief Officer as approved at the 68th meeting and attached as Annex XXVII to the present report [final report of the meeting];
- (c) To request UNEP to expedite the launching of the vacancy announcement, as approved by the Executive Committee at its 68th meeting, in INSPIRA and to facilitate the selection process;
- (d) To approve the establishment of a selection panel consisting of: three representatives of Article 5 countries, three representatives of non-Article 5 countries and two representatives of UNEP, who would review all applications, interview leading candidates and make a recommendation, if possible, to the 69th meeting of the Executive Committee, it being understood that:
  - (i) The Secretariat would work expeditiously with Executive Committee members intersessionally to identify the three representatives of Article 5 countries and the three representatives of non-Article 5 countries, including the Chair of the Executive Committee, to serve on the selection panel;
  - (ii) The Executive Committee would take a decision intersessionally on the composition of the selection panel;
  - (iii) The selection panel would be co-chaired by a representative of UNEP and the Chair of the Executive Committee in 2013 in her capacity as first reporting officer;
  - (iv) UNEP would assist the selection panel throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations;
  - (v) One of the two UNEP representatives on the selection panel would be the Executive Secretary of the Ozone Secretariat;
  - (vi) The selection panel should provide its recommendations to the Executive Committee, if possible, at the 69th meeting;
  - (vii) After considering the recommendations of the selection panel, the Executive Committee should forward its decision on the recommendations to the hiring manager;
- (e) To request the Executive Director of UNEP to work with the Chair of the Executive Committee to keep the Executive Committee informed of progress made throughout the hiring process; and
- (f) To request the Secretary-General of the United Nations and the Executive Director of UNEP to expedite the timely appointment of the Chief Officer in order to ensure continuity of the work of the Multilateral Fund.

*(UNEP/OzL.Pro/ExCom/68/53, Decision 68/46, para. 198).*

*(Supporting documents: UNEP/OzL.Pro/ExCom/68/51 and Add.1).*

At its Sixty-ninth meeting, the Executive Committee decided:

- (a) To take note of documents UNEP/OzL.Pro/ExCom/69/37 and Add.1;
- (b) To approve the revised vacancy announcement for the post of third Chief Officer of the Multilateral Fund Secretariat with a closing date of 24 April 2013, attached as Annex XIV to the [final] report [of the meeting];
- (c) To note the Executive Director's reply to the Chief Officer of 22 March 2013 regarding the two UNEP representatives on the selection panel;
- (d) To approve the establishment of a selection panel composed of: Ms. Fiona Walters (United Kingdom of Great Britain and Northern Ireland), Co-Chair, Mr. Atsushi Suginaka (Japan) and Mr. John Thompson (United States of America), representing non Article 5 countries, and Mr. R. R. Rashmi (India), Ms.

Margaret Aanyu (Uganda) and Mr. Luis Santos (Uruguay), representing Article 5 countries, and Mr. Achim Steiner, Co-Chair, or Ms. Amina Mohamed on Mr. Steiner's behalf, and Mr. Marco Gonzalez, representing UNEP;

- (e) To note the Chief of UNEP's Executive Office correspondence of 27 March and 12 April 2013 to the Chair of the Executive Committee on the selection process for the Chief Officer;
- (f) To request the members of the selection panel to work intersessionally on the matters within its purview, including the definition of the selection process, the dates for interviews in person and the assessment matrix for attributing scores to candidates; and
- (g) To request the selection panel to report to the 70th meeting of the Executive Committee, through its Chair, on progress made in the process of selecting the Chief Officer.

*(UNEP/OzL.Pro/ExCom/69/40, Decision 69/26, para. 128).*

*(Supporting documents: UNEP/OzL.Pro/ExCom/69/37 and Add.1).*

At its Seventieth meeting, the Executive Committee decided:

- (a) To take note of the progress report on the selection of the Chief Officer of the Multilateral Fund Secretariat, as presented by the Chair of the Executive Committee and Co-chair of the Selection Panel to the 70th meeting of the Executive Committee;
- (b) To authorize the Chair of the Executive Committee to forward the Selection Panel's report and recommendation, on behalf of the Executive Committee and through the Executive Director of UNEP, to the Senior Review Group and to the United Nations Secretary General; and
- (c) To request the Chair of the Executive Committee to closely monitor the process and report to the Executive Committee at its 71st meeting.

*(UNEP/OzL.Pro/ExCom/70/59, Decision 70/27, para. 145).*

*(Supporting documents: UNEP/OzL.Pro/ExCom/70/59).*

At the Seventy-first Meeting of the Executive Committee the Chair of the Executive Committee provided the meeting with an oral report on the process of the selection of the Chief Officer of the Multilateral Fund Secretariat, as requested by decision 70/27(c).

*(Supporting documents: UNEP/OzL.Pro/ExCom/71/64).*

#### **STAFF POLICY MATTERS**

The Seventy-ninth Meeting of the Executive Committee decided:

- (c) Further to request the Secretariat to keep the Executive Committee informed about the ongoing discussions on the application to the Secretariat of the rotational staff policy of the United Nations.

*(UNEP/OzL.Pro/ExCom/79/51, Decision 79/1, para 20)*

*(Supporting document: UNEP/OzL.Pro/ExCom/79/51).*

**ANNEX III.1: TERMS OF REFERENCE OF THE FUND SECRETARIAT**

The Fund Secretariat shall:

- (a) respond to enquiries about the Fund and be the liaison with Parties, Implementing Agencies and other bilateral and multilateral institutions;
- (b) develop the three-year plan and budget for the Fund;
- (c) develop a system for disbursement of funds to the Implementing Agencies;
- (d) dispatch to all Parties the proposed budget estimates at least 60 days before the date fixed for the opening of the meeting of the Parties at which they are to be considered;
- (e) monitor and evaluate expenditures incurred under the Fund for review by the Committee;
- (f) assess and, where appropriate, offer recommendations to the Committee regarding country programmes and work programmes developed by Implementing Agencies;
- (g) complete reports for the Committee on project proposals where the agreed incremental costs exceed US \$500,000;
- (h) prepare reports for the Committee on disagreements for requests for funding where the agreed incremental costs are less than US \$500,000;
- (i) maintain and circulate periodically a current inventory of projects to avoid duplication of effort between the Implementing Agencies and other institutions;
- (j) prepare the Committee's annual assessment of whether bilateral contributions comply with criteria set out by the Parties for consideration as part of the contributions to the Fund;
- (k) prepare performance reports on the implementation of activities under the Fund for review by the Committee;
- (l) serve as liaison between the Committee, interested governments and Implementing Agencies as necessary to the day-to-day functioning of the Fund;
- (m) monitor the activities of the Implementing Agencies based on their oral and written reports;
- (n) encourage the Parties to make prompt payment of their contributions towards the Fund;
- (o) provide other administrative and support functions for the Committee;
- (p) at the end of each calendar year, the Chief Officer shall submit to the Parties accounts for the year, and shall also (as soon as practicable) submit the audited accounts for each period so as to coincide with the accounting procedure of the Implementing Agencies;
- (q) make arrangement for meetings of the Committee including the issue of invitations, preparation of documents, and reports of meetings;
- (r) arrange for necessary interpretation at meetings;
- (s) receive, and arrange for translation, reproduction, and distribution of the documents of meetings;
- (t) publish and circulate the official documents of meetings;
- (u) make and arrange for keeping of sound recordings of meetings;
- (v) arrange for the custody and preservation of the documents of the meeting in the archives of the international organization designated as secretariat of the Vienna Convention; and
- (w) perform other functions that the Committee may require.

*(UNEP/OzL.Pro/ExCom/1/2, para. 14).*

*(UNEP/OzL.Pro/ExCom/3/18/Rev.1 Annex III (section I.2)).*



**ANNEX III.2: PROPOSAL BY CHINA, NIGERIA AND THE UNITED STATES OF AMERICA****Background**

On February 21, the United States wrote a letter to the Chairman and Vice Chairman of the Executive Committee proposing that the Committee seek a contract extension for Dr. El Arini until February 10, 2005. A copy of the letter, which is annexed to this proposal was sent to all Executive Committee members prior to the meeting. That letter explains the reasons why such an extension is thought to be in the best interest of Multilateral Fund and the Executive Committee.

**Proposal**

The Executive Committee decides:

To request the Chairman of the Executive Committee to communicate with the Executive Director of UNEP in order to express the desire of the Executive Committee to extend the contract of Dr. El Arini until 10 February 2005, for the reasons stated in the Appendix to this document.

**Further Considerations**

In subsequent discussions, China, Nigeria and the United States discussed their full agreement with the intent of the letter and the proposal noted above. They also shared an understanding that a request from the Executive Committee to UNEP would be based specifically on the unique facts of this situation which can be summarized as follows:

- a. that in accordance with the Terms of Reference of the Executive Committee as agreed by the Parties and UNEP, the Secretariat is “co-located” with UNEP
- b. that consistent with the Fund Secretariat being co-located with UNEP, UNEP and the Executive Committee had previously agreed on a unique process for the selection of the Chief Officer, under which the Executive Committee itself was delegated significant responsibility for selection of the Chief Officer.

Given these highly unique circumstances, it was understood that this request would in no way establish a precedent for other Secretariats.

United States Environmental Protection Agency  
Washington, D.C 20460  
Office of Air and Radiation

21 February, 2002

Honourable Engineer Bakare D. Usman  
Chairman, Executive Committee  
of the Multilateral Fund  
Honourable Mr. Tadanori Inomata  
Vice Chairman, Executive Committee  
of the Multilateral Fund

Dear Sirs,

I am writing as a long serving member of the Executive Committee regarding the post of the Chief Officer of the Secretariat of the Multilateral Fund. It has come to our attention that, in the absence of some intervention by the Executive Committee of the Multilateral Fund, the Chief Officer of the Fund, Dr. Omar El Arini, will retire at age 62 on 10 February, 2003. While his retirement on that date may be consistent with the United Nations (UN) policies on retirement, the United States believes that it is not at all certain that the UN policy applies to Dr. El Arini, as he was selected by the Executive Committee (not by the UN) to head a "collocated" Secretariat which is not formally a UN body. In any event, even if the normal UN rules are found to be applicable to the case of Dr. El Arini, we are aware that exceptions to the UN retirement policy are made when such exceptions are agreed to be in the best interest of the organization being served.

The purpose of this note is to explain the situation with Dr. El Arini, and explain why the United States believes it would be in the best interest of the Multilateral Fund to retain the services of Dr. El Arini for at least two years beyond 10 February 2003. Through this note, we would also urge you to work with the Executive Director of UNEP and through him, the United Nations in New York to clarify the applicability of the retirement rules to Dr. El Arini. Finally, if those rules are found to apply, we urge you to seek the views of the Executive Committee and UNEP to, if agreed important, gain an exception from the retirement age policy on the basis that Dr. El Arini's continuation in the job for at least two more years is indeed uniquely needed, and therefore, in the best interest of the organization-

As you know, the Multilateral Fund was established to enable developing countries to meet their obligations under the Montreal Protocol. Under the terms of the Montreal Protocol and its decisions, the Multilateral Fund's Secretariat is to be "collocated" with UNEP. In accordance with the terms of reference of the Fund, the Chief officer of the Fund is to be selected by the Executive Committee, which then recommends the selected individual to the Executive Director of UNEP for placement. The only time related provisions of Protocol decisions have been invoked was 11 years ago, during the selection of Dr. Omar El Arini. At that time, the Executive Committee asked UNEP to advertise the position under terms of reference approved by the Executive Committee. The Executive Committee then established a recruiting team from among its membership to review and short list applicants, undertake initial interviews, and recommend a candidate to the Executive Committee. On the basis of this process, the Executive Committee selected Dr. El Arini, and asked UNEP to place him in the position of Chief Officer - an action which UNEP took promptly. This novel procedure differs substantially from the procedure usually involved with United Nations selections, and demonstrates that, as a collocated body, we may not always have to be bound by specific UN personnel policies.

In any event, we believe that Dr. El Arini's service as Chief Officer of the Fund Secretariat has been exemplary, and that in that role, he has steadfastly carried out the duties that the Executive Committee and the Parties have requested of him. We believe he has consistently acted above and beyond the call of duty to meet the requirements of the Executive Committee and further the goals of the Multilateral Fund. His creative input and ability to translate the vision of Executive Committee members into workable policies has enabled the Executive Committee to make great progress over the last decade. In such a situation, if it were not for the potential application of any retirement policy, we do not believe there would be any question about Dr. El

Arini staying on. However, it must be noted that the situation now faced by the Fund is far from normal, and our need for his continued service goes well beyond the need to can out the routine historic duties of the Secretariat. Instead, the Fund is now facing a significant turning point in its history in which the guidance of Dr. El Arini's assets, including his historic prospective and understanding is more critical than ever. Let me explain more fully.

Over the course of the last 12 years, the Multilateral Fund and its policies have evolved slowly and carefully. During the first 10 years of the Fund, while developing countries were in their "grace period" and did not have compliance obligations, the Fund established precedents that were designed to drive down the use of ozone depleting substances by focusing on the most cost effective reductions possible. The Fund had this luxury, because compliance obligations for Article 5 countries did not start until the middle of 2000. It is then, for the first time, that developing countries had to demonstrate compliance with the Protocol's control provisions. To prepare us for this transition, in 1999, Dr. El Arini and his able staff enabled the Executive Committee to effectively examine the myriad of key policy and technical issues related to transitioning the work of the Executive Committee to a new mode of operation that was focused directly on ensuring that all countries could use the Fund to ensure compliance with the Protocol's direct obligations.

After over 18 months of discussion of issues related to strategic planning and with the direct help of papers prepared by Dr. El Arini and the Secretariat, the Executive Committee at its last meeting took a large initial group of decisions aimed at redirecting the work of the Executive Committee. These initial decisions are just the beginning of a process which can be expected, over the next three years, to revolutionize the operation of the Fund. Their implementation will take a great deal of understanding of the history of the decisions and hard work on the part of the Secretariat. For this reason alone, it would be critical that there be continuity in the position of Chief Officer. In addition, however, there are other compelling reasons to retain the Chief Officer at this key moment.

Between 2002 and 2005, developing countries will have to go from meeting their first compliance obligation (a relatively simple freeze in one group of chemicals - CFCs) to meeting very significant reduction obligations on a large number of chemicals including CFCs, halons, Methyl Bromide, Carbon tetra chloride, and methyl chloroform. The United States strongly believes that at this time, continuity in the post of Chief Officer is absolutely essential. If we are to maintain the momentum of the Executive Committee during this critical time of evolution in focus, and at the same time ensure compliance with all of the upcoming control obligations, we do not believe that we can rely on a newcomer who knows neither the history of the Fund or the reasons the Executive Committee decided as it did. This is all the more essential due to two key facts: First, the average duration of an Executive Committee member is less than 3 years. This makes continuity in the Secretariat imperative. Second, when the Executive Committee began, it took 7 meetings over two years before the first investment project was approved! At this critical time, with so many reduction obligations coming due, the Fund simply can not afford to lose such momentum. In such a situation, we believe it is in the best interest of the Fund, indeed, it is critical for the Fund, to seek to retain Dr. El Arini's service until at least 2/2005. Given the above noted concerns, we write to you, as officers of the Fund, to pursue a clarification of the applicability of the retirement policies to our situation, and, if found necessary and agreed useful by the Executive Committee, to explore an exception from those policies to keep Dr. El Arini in his post until at least 2/2005. In that regard, we urge you in your role as officers of the Fund to appropriately put this issue before a future meeting of the Executive Committee. Please be assured of the support of the United States to help in any aspect of this effort in which we can be of assistance and feel free to call me at 1-202-564-9109.

Please accept the assurance of my highest regard.

(signature).

Paul Horwitz

Member, Executive Committee

United States of America

Term of service of the Chief Officer of the Multilateral Fund Secretariat (Japanese Proposal).

Amendment to the proposal by China, Nigeria and United States of America contained in UNEP/OzL.Pro/ExCom/36/CRP.2.

1. Insert the following after the words “The Executive Committee” in the first line of the draft decision:

Having considered the letter of 21 February 2002 from the United States member of the Executive Committee and the proposal by China, Nigeria and the United States of America (CRP.2),

2. Add after the word “decides” as part of the first operative paragraph of the draft decision:

To take note of the United Nations Staff Regulation 9.5, which reads that “Staff members shall not be retained in active service beyond the age of sixty years or, if appointed on or after 1 January 1990, beyond the age of sixty-two years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases”.

3. Replace the words “for the reasons stated in Annex” by “taking into account the reasons stated in the letter from the United States of America”.

4. Add the following as the second operative paragraph:

Further decides to establish by the end of 2003 a procedure and modalities by which to select and nominate by the middle of 2004 for appointment by the Executive Director of UNEP a future Chief Officer serving for a term beginning on 11 February 2005, with the understanding that the agreed nominee will have the opportunity to be familiarized with the work of the Fund Secretariat in advance so as to ensure the continuity of the work of the Secretariat.

*(UNEP/OzL.Pro/ExCom/36/36, Decision 36/57, para. 127).*

*(Supporting document: UNEP/OzL.Pro/ExCom/36/36, Annexes XI and XII).*

**ANNEX III.3: RETIREMENT OF DR. OMAR EL-ARINI, CHIEF OFFICER OF THE MULTILATERAL FUND**Canada

The representative of Canada said that his country was honoured to host the Multilateral Fund Secretariat and he paid tribute to the Fund's successes and achievements under Dr. El Arini's stewardship. His wisdom, leadership and ability to understand the complex issues had made a major contribution to the Fund's success. He concluded by lightheartedly paying tribute to Dr. El-Arini's fortitude in withstanding 13 Canadian winters.

Bolivia

The representative of Bolivia, speaking on behalf of all Article 5 countries, said that the Montreal Protocol owed Dr. El-Arini more appreciation than could be expressed, and that history would surely give him the recognition he deserved for his work for the good of humanity.

He said that it was an honour for Article 5 countries to have worked with Dr. El-Arini, who had surpassed expectations in fulfilling his mandate under the Montreal Protocol with a boundless sense of honesty, integrity and responsibility. It was his hard work and success over the past 13 years or so that had made it possible for the Multilateral Fund to grow and mature as a relevant and effective body within the international community. As direct beneficiaries of the work done by the Secretariat under Dr. El-Arini, Article 5 countries were sincerely and permanently grateful for the proactive, humble, respectful, generous and wise attitude toward every task.

It was difficult to pinpoint which existing international awards and marks of recognition would suffice to pay tribute to all that Dr. El-Arini had done, but he could be sure of the gratitude of several generations of billions of inhabitants of the planet, and many millions of children who would be able to enjoy the natural environment like those before them. Dr. El Arini had proved an exemplary human being, teacher and adviser, and after thanking him for having fulfilled his mission so competently, he wished him further success, good health and serenity in the future.

Burundi

The representative of Burundi, speaking on behalf of African countries, said that he was proud to have been associated with the remarkable work of the Multilateral Fund. Gratitude was due not only from those who worked to protect the ozone layer, but also from all of humanity. The achievements of the Multilateral Fund were cited as a prime example of successful environmental cooperation. As a mark of appreciation, the African countries had mandated him to invite Dr. El-Arini to attend the Africa network meeting in Mauritius as their guest.

Jordan

The representative of Jordan also wished to express his appreciation to Dr. El-Arini, noting that he and all members of his Secretariat had worked indefatigably to implement the Montreal Protocol and to assist developing countries in respecting their commitments to the environment. The efforts that he had deployed over the preceding years had been an incentive to those countries to make extra efforts themselves.

Mauritius

The representative of Mauritius recalled with pleasure the many times, both professional and social, that he had spent with Dr. El-Arini, and said that he looked forward to welcoming him personally to Mauritius.

Saint Lucia

The representative of Saint Lucia, speaking on behalf of the countries of the English speaking Caribbean, echoed the sentiments and good wishes of other speakers and suggested that Dr. El-Arini might like to exchange the cold Canadian winters for the warm beaches of the Caribbean.

United States of America

The representative of the United States of America, speaking on behalf of the non Article 5 countries, noted that in the beginning the Montreal Protocol had represented a politically crafted compromise and a great deal of blank paper, with the hope of the global community that the participants would be able to find a way to make it work. The Multilateral Fund could have had a number of different chief officers and the blank pages could have been filled in many different ways, but today it was acknowledged as one of the most effective parts of the United Nations system, something that was attributable to Dr. El-Arini, his vision and his

leadership. An expression of that leadership had been his insistence on standards of excellence, an insistence to which the Secretariat staff had responded fully.

It was not enough to express the appreciation of the United States or of the Executive Committee; the whole global community had benefited from Dr. El-Arini's work to restore the ozone layer. He expressed the hope that the Executive Committee would continue to benefit from that wisdom as it tackled difficult issues in the future. He was certain that a telephone call to Dr. El-Arini about a particular problem would bring a reasoned response. It was not a time for saying goodbye but both for celebrating what had been accomplished and for looking forward to a different form of collaboration in the future.

#### Austria

The representative of Austria, speaking on behalf of European countries, thanked Dr. El Arini for all he had accomplished. He said that it had been a great pleasure and honour to work with him and hoped that he would enjoy life after the Multilateral Fund.

#### UNIDO

The representative of UNIDO wished to express the sincere appreciation of the Implementing Agencies to Dr. El-Arini for his cooperation and guidance over the past dozen years. When the Multilateral Fund had been set up in 1990, it was the first financial mechanism of its kind. Dr. El-Arini had guided its development, ensuring a copious flow of information and finding solutions acceptable to all interested parties in often difficult negotiations. Through the lessons and learning experiences gained, the work of the Multilateral Fund was regarded as an environmental success story. Dr. El-Arini had contributed significantly to that success and would be sorely missed.

#### Multilateral Fund Secretariat

Speaking on behalf of the Secretariat, Mr. Richard Abrokwa-Ampadu noted that Dr. El Arini had always striven for work of excellent quality and that, as a man of principle, he had always courageously defended both his convictions and those of his staff. Not only had he been loyal to the cause of the Executive Committee which he had been appointed to serve, but he had also been loyal to the staff of the Secretariat, and had always been ready to share his ideas, his vision and his innermost feelings with them.

Mr. Abrokwa-Ampadu said that the activities of the Secretariat had been facilitated by the strong sense of objectivity and adherence to the principle of impartiality instilled by Dr. El Arini in his staff, and their work. It was the strong sense of mission, diligence and commitment to duty shown by Dr. El-Arini that had inspired everyone, without exception, to commit themselves to long hours of hard work in order to give their best. Many would remember him as an unsurpassed role model, a man always ready to praise, commend or reward a good effort.

Mr. Abrokwa-Ampadu recalled that all good things must come to an end one day, and that Dr. El-Arini could not be begrudged his well-deserved rest. He noted however that to simply say that Dr. El-Arini would be greatly missed would be the greatest of understatements. He said it remained to simply, and in all sincerity, state on behalf of all the members of the Secretariat, as well as all temporary staff, how proud and honoured they had been to have had the opportunity to work with Dr. El-Arini over the years, and to have been called his friend. In conclusion, he wished both Dr. El-Arini and his wife continued success in their future endeavours and assured Dr. El-Arini that they could both always count on the friendship of the staff of the Secretariat.

#### Statement by Dr. Omar El-Arini

Dr. Omar El-Arini thanked the members of the Executive Committee, the Implementing Agencies and the Secretariat for their kind words. He also recalled with appreciation many people who were not in the room, including former Chairs and Vice-Chairs of the Executive Committee, Chairs of the Sub-Committees, heads of working groups, and past members of staff. In particular, he would like to thank the Government of Canada for its hospitality, which had made Montreal a home from home for the Secretariat staff. He thanked all the staff and management of the Implementing Agencies, noting that they had been very responsive to the needs of the Multilateral Fund, and also the members of the Technology and Economic Assessment Panel (TEAP) for their guidance and innovation. The staff of the GEF Secretariat and the Ozone Secretariat also deserved thanks for their strong support, together with non governmental organizations for their contributions. He also wished to pay a special tribute to Mr. Sarma, former Executive Secretary of the Ozone Secretariat, and Mr. Marco Gonzalez, the current Executive Secretary, without forgetting Mr. Theodor Kapiga, who had long represented

the Treasurer of the Fund. Thanks were also due to ICAO and to UNEP as co-hosts of the Fund Secretariat. He paid tribute to all who supported the Executive Committee's meetings: interpreters, report-writers, and conference room attendants.

Above all, he wished to thank his colleagues in the Multilateral Fund Secretariat for their perseverance and dedication in furthering the goal of the Montreal Protocol. Noting that there would soon be a different voice speaking from the Chief Officer's chair, he expressed his confidence that the Secretariat would remain professional and neutral in the execution of its duties to the full satisfaction of the Executive Committee.

He concluded by referring to his predilection for Middle Eastern culture, poetry and literature and in parting wished to cite some words that expressed his feelings:

*"How shall I go in peace and without sorrow?*

*No, not without a wound in the spirit shall I leave your company.*

*Too many fragments of my spirit have I scattered in documents, corridors, aeroplanes, offices, and conference rooms; and I cannot withdraw from them without a burden and an ache.*

*It is not a garment I cast off this day but a skin that I tear with my own hands.*

*Nor is it a thought I leave behind me, but a heart made bigger with toil, sweat and hope.*

*Let it be said that my day of parting is the day of coming together, and let it be said that my eye amongst you is in truth a dawn for a new day and glorious future for the Multilateral Fund."*

*You are the guardian of this Fund and I am sure with your wisdom you will maintain its future and its independence.*

*Do not give it up for adoption nor commit it to an old people's home; you will find a middle way for it to fulfill your dreams that conceived it and nurtured it.*

*God bless you all".*

*(UNEP/OzL.Pro/ExCom/40/50, Decision 40/57, para.11)*