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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Eighty-fifth Meeting  
Montreal, 25-29 May 2020  
Postponed to 19-22 July 2020\*

**SECRETARIAT ACTIVITIES**

**Introduction**

1. This document presents the activities of the Secretariat since the 84<sup>th</sup> meeting of the Executive Committee.

**Notification of the decisions of the 84<sup>th</sup> meeting of the Executive Committee**

2. The Report of the 84<sup>th</sup> meeting<sup>1</sup> was conveyed to all Executive Committee members, other meeting participants, and Ms. Inger Andersen, UNEP Executive Director, and was placed on the Multilateral Fund's website. Decisions of the 84<sup>th</sup> meeting related to project approvals, extensions of projects, HCFC phase-out management plan (HPMP) tranche submission delays, and outstanding country programme data reports were communicated to 112 Article 5 countries, and the relevant bilateral and implementing agencies. A post-meeting document summarizing decisions taken was also prepared and placed on the Multilateral Fund's website.

**Actions taken following the 84<sup>th</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, communicating on the status of their additional contributions including a separate certified statement of income and disbursements, their agreement to amalgamate the balances from additional contributions to the regular accounts of the Multilateral Fund and the progress on implementation of activities as of 31 December 2018.

\* Due to coronavirus disease (COVID-19)

<sup>1</sup> UNEP/OzL.Pro/ExCom/84/75

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

4. In response to decision 81/16(b), the Secretariat has continued extracting relevant information from and preparing fact sheets for the 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/fact sheets have been shared with the relevant bilateral and implementing agencies to *inter alia* check the consistency of the information contained therein before being placed on the Secretariat's website. Subsequent to the 84<sup>th</sup> meeting, the Secretariat uploaded two additional fact sheets and will continue uploading them as they become ready.

5. The Secretariat also reviewed and updated databases, summary documents and operational guidelines.<sup>3</sup>

### **Preparation for the 85<sup>th</sup> meeting of the Executive Committee and the intersessional approval process**

6. The 85<sup>th</sup> meeting was scheduled to be held in Montreal from 25 to 29 May 2020. On 11 March 2020, the World Health Organization declared COVID-19 disease a pandemic. In light of the health-related issues associated with the pandemic and increased travel limitations, on 16 March 2020, the Chief Officer sent a letter to Executive Committee members with a contingency plan for the 85<sup>th</sup> and 86<sup>th</sup> meetings, previously cleared by the Chair and Vice-Chair of the Executive Committee, that assessed the situation and evaluated the impacts of postponing or cancelling the 85<sup>th</sup> meeting. It further explained the intersessional approval process and laid out the options if the 85<sup>th</sup> meeting could not take place in May 2020 as scheduled, and requested action from Executive Committee members.

7. On 6 April 2020, based on the comments received from Executive Committee members, and after consultation with the Chair and Vice-Chair, a revised document with the contingency plan for the 85<sup>th</sup> and 86<sup>th</sup> meetings, providing clarification where relevant and laying out further actions required, was sent to Executive Committee members.

8. Consequently, the Chief Officer informed the Chair and Vice-Chair of the Executive Committee on the procedure to be followed for the 85<sup>th</sup> and 86<sup>th</sup> meetings, taking into consideration the responses received from Executive Committee members. Following the Chair's agreement on the suggested procedure, on 23 April 2020, the Chief Officer informed Executive Committee members on the procedure for conducting the 85<sup>th</sup> and 86<sup>th</sup> meetings as follows:

- (a) The 85<sup>th</sup> meeting has been postponed until immediately after the 42<sup>nd</sup> meeting of the Open-ended Working Group (OEWG), and will be held in Montreal for a duration of four days, from 19 to 22 July 2020, on the understanding that the meeting might be further postponed or cancelled in light of the evolution of the COVID-19 pandemic;
- (b) The intersessional approval process will be implemented, on an exceptional basis due to the COVID-19 pandemic and without setting a precedent, for the 85<sup>th</sup> meeting; it will apply to reports on projects with specific reporting requirements which have been recommended for blanket approval by the Secretariat, as well as project proposals which have been recommended for blanket approval and project proposals without outstanding issues but for which the Secretariat has no authority to recommend for blanket approval. Meeting documents related to these reports and project proposals will be uploaded in the Secretariat's website preferably no later than 4 May 2020;

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<sup>3</sup> Inventory of approved projects as at December 2019; Policies, procedures, guidelines and criteria as at December 2019; 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 the preparation for 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 for the submission of institutional strengthening projects.

- (c) To facilitate the review by the Executive Committee through the intersessional approval process, the Secretariat will prepare a document on “Projects for intersessional consideration” summarizing relevant information from the meeting documents related to the reports and project proposals mentioned in sub-paragraph (b) above;
- (d) The Executive Committee members will review meeting documents and submit to the Secretariat, no later than 25 May 2020 (i.e., the first day of the 85<sup>th</sup> meeting as originally scheduled), their decisions on those reports on projects with specific reporting requirements and project proposals that they wish to approve for funding. Any report or project proposal for which an issue is raised by an Executive Committee member will be submitted to the postponed 85<sup>th</sup> meeting for individual consideration;
- (e) The Secretariat will establish under the Secretariat’s meeting portal for the 85<sup>th</sup> meeting, a password-protected forum for collecting comments and decisions from members, as has been requested by Executive Committee members. The Secretariat will send to each Executive Committee member instructions on how to access the forum, including user name and password, through a separate communication;
- (f) The Secretariat will prepare a new document on “Projects approved intersessionally” consisting of all reports on projects with specific reporting requirements and all project proposals that have been approved for funding, once all decisions from members have been received through the Secretariat’s meeting portal. The document will be posted on the Secretariat’s protected website no later than 28 May 2020 (i.e., the fourth day of the 85<sup>th</sup> meeting as originally scheduled) and the Executive Committee members will be advised accordingly. This document will subsequently be included in the report of the 85<sup>th</sup> meeting after it takes place;
- (g) The Secretariat will send instructions to the Treasurer on funding allocations to the implementing agencies and on bilateral contributions based on the level of funds approved intersessionally;
- (h) The Secretariat will upload all meeting documents not required for the intersessional approval process for the 85<sup>th</sup> meeting, no later than 21 June 2020, i.e., four weeks prior to the postponed date for holding the meeting; and
- (i) The Secretariat will propose to the Executive Committee in due course a way forward for holding its 85<sup>th</sup> and 86<sup>th</sup> meetings, in the event that the 85<sup>th</sup> meeting cannot be held from 19 to 22 July 2020.

9. The Secretariat prepared the documents for the 85<sup>th</sup> meeting<sup>4</sup> as listed in document UNEP/OzL.Pro/ExCom/85/Inf.1. A site containing meeting documents in Arabic, English, French, and Spanish, and logistical information for the 85<sup>th</sup> meeting was created on the Multilateral Fund’s website.

10. To facilitate the intersessional approval process for the 85<sup>th</sup> meeting, the Secretariat established a password-protected forum and prepared the document on Projects for intersessional consideration.<sup>5</sup>

11. Letters of invitation to the postponed 85<sup>th</sup> meeting were sent to members of the Executive Committee, the President of the Bureau of the Thirty-first Meeting of the Parties, the President and Vice-President of the Implementation Committee under the Non-Compliance Procedure of the Montreal

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

<sup>5</sup> UNEP/OzL.Pro/ExCom/85/IAP/1

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.

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

12. Due to the outbreak of COVID-19, scheduled staff missions were cancelled including the consultative meeting on development of Green Climate Fund energy efficiency sectoral guidance (Paris, 27-28 February 2020), and the regional network and coordination meeting of West Asia and the sixth international symposium on alternative refrigerants use in high ambient temperature countries (Dubai, 1-4 March 2020).

### **Inter-agency coordination meeting**

13. The Secretariat arranged an Inter-agency coordination meeting in Montreal, from 25 to 27 February 2020. Participants included Secretariat staff, representatives of the bilateral agencies of Canada, France, Germany, and Japan, and representatives of the implementing agencies.

14. The coordination meeting allowed the Secretariat and the agencies to discuss matters regarding the 85<sup>th</sup> meeting, *inter alia*, the revised format for the country programme data; status of evaluations under the monitoring and evaluation functions; submissions to the 85<sup>th</sup> and 86<sup>th</sup> meetings (e.g., tranches of ongoing HPMPs; requests for renewal of institutional strengthening projects; reports for projects with specific reporting requirements; project completion reports; HFC phase-down activities); main reasons for the number of tranche submission delays; review of funding of institutional strengthening projects; and matters related to the Kigali Amendment, such as draft guidelines for the preparation of HFC phase-down plans; potential strategies, policy measures and commitments, as well as projects and activities that could be integrated within stage I of HFC phase-down plans; draft criteria for funding HFC phase-down; analysis of the level and modalities of funding for HFC phase-down in the refrigeration servicing sector; and energy efficiency. The report of the meeting was prepared and uploaded in the Secretariat's website.

### **Staffing and recruitment**

15. The processes of selection for two posts of Programme Management Assistants (BLs 1305 and 1313) (G-5) and the post of the Information Management Officer (BL 1108) (P-4) have been finalized.

16. The process of selection for the post of the Deputy Chief Officer (D-1) is being finalized, with online interviews completed and the panel's recommendation submitted to the UNEP Executive Director for final selection.

17. Following decision 84/6, the upgrade of the posts of the Associate Database Officer (BL 1116) from P-2 to P-3, the Team Assistant (BL 1309) from G-4 to G-5 and the Finance and Budget Assistant (BL 1312) from G-6 to G-7, has been finalized. The Secretariat is in the process of finalizing the issuance of respective job openings on the United Nations Careers Portal. In accordance with decision 58/5(d) in which the Executive Committee agreed that the maximum period of engagement of the Senior Monitoring and Evaluation Officer (SMEO) should be up to 10 years, consistent with appointment practices in other agencies, the Secretariat is in the process of advertising the post of SMEO in the United Nations Careers Portal noting that the 10-year term of the present SMEO will end on 24 October 2020.

18. Recruitment and contractual arrangements for two consultants for the monitoring and evaluation work programme, one consultant for project review, three individual contractors to provide temporary assistance, and translators to assist in the translation of meeting documents, have been finalized. The contractual arrangements for interpreters and report writers for the 85<sup>th</sup> meeting were coordinated with UNEP and the United Nations Office in Nairobi (UNON) but have not been implemented as a result of the postponement of the 85<sup>th</sup> meeting.

### **Staff development and training**

19. All staff members undertook a number of mandatory UN online training courses.
20. Four staff members attended a diversity and inclusion training called “UN for All”, offered at the International Civil Aviation Organization (ICAO) offices from 17 to 19 February 2020.

### **Administrative matters**

21. The procurement process for the 10-year lease renewal of the Secretariat offices has been finalized and is in the final stage of its signature process at the UN Headquarters. A procurement exercise was conducted to renew the office insurance coverage. The Secretariat expresses the deep appreciation to the Government of Canada for the assistance provided during the process and its full support in continue operating the Secretariat in Montreal.
22. A number of online meetings were organized by UNEP Corporate Services Division and attended by the Chief Officer and the Senior Administrative and Fund Management Officer to address business continuity and operating procedures related to human resources, legal instruments and financial implications of the COVID-19 pandemic.
23. In response to COVID-19, guided by the United Nations directives, in particular those of the World Health Organization, ICAO (as the UN lead office in Montreal) and UNEP Headquarters, and following the directives and guidelines issued by the Government of Canada and the Government of Quebec, the Secretariat has put in place measures for the purpose of protecting the health of the staff including equipping staff to continue working through telecommuting since mid-March 2020.

### **Cooperation with multilateral environmental agreements (MEAs) and other organizations**

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

#### Multilateral environmental agreements

##### *Montreal Protocol*

25. The members of the Technology and Economic Assessment Panel (TEAP) task force on the replenishment of the Multilateral Fund for the 2021-2023 triennium held a meeting in the Secretariat’s offices from 28 to 31 January 2020. Upon request by the TEAP task force, additional information was provided and a few on-line discussions were held to clarify matters related to the replenishment of the Fund.

#### United Nations organizations

##### *UNEP*

26. Ms. Sonja Leighton-Kone, Director, Corporate Services Division, UNEP, visited the Secretariat on 12 March 2020 and met with the Secretariat staff.
27. Mr. Saiful Ridwan, Chief, Enterprise Solutions Section, Corporate Services Division, UNEP, paid an informal visit to the Secretariat on 13 March 2020.

Other organizations

*Government of Canada*

28. Ms. Nathalie Brinck, Senior Policy Advisor (UN Specialized Agencies), United Nations Division, Global Affairs Canada, paid a courtesy visit to the Secretariat on 11 March 2020.

*Multilateral Organisation Performance Assessment Network (MOPAN)*

29. Upon request, the Secretariat provided additional information and clarifications on matters related to the Multilateral Fund to the consultant responsible for the assessment of the Multilateral Fund by MOPAN. The Secretariat had also further discussions with MOPAN Secretariat, which indicated that the draft assessment report was in its last stage of preparation and would be submitted to the Secretariat to review it before it is submitted to Member Governments.

*Kigali Cooling Efficiency Programme (K-CEP)*

30. Two senior programme management officers participated in the webinar organized by K-CEP on 28 January 2020, at which information on the Nationally Determined Contributions (NDC) Support Facility for Efficient, Climate-Friendly Cooling (NDC Support Facility) was presented – a new initiative that provides funding and guidance to entities that support countries in integrating cooling solutions into the next round of their NDCs. Brief presentations were made by K-CEP, CEA Consulting, Lawrence Berkeley National Laboratory and Private Financing Advisory Network (PFAN) on the procedure and timelines for project proposal submission and review process. The presentations also provided examples of types of projects and potential funding levels. The Secretariat representatives sought clarification on whether the project proposals submitted for support through the Facility would include safeguards to avoid uptake of energy-efficient cooling applications that use high-GWP refrigerants and were assured that low-GWP technologies would be promoted through this Facility. The webinar was instrumental for better understanding various initiatives undertaken by other organizations to promote energy-efficient cooling.

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>	
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.	83
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 (GEF)</b>	
<b>Informal on-line discussions between the Secretariat and staff of GEF on possibilities for further collaboration on energy-efficiency matters.</b>	<b>85</b>
Review of one project: Energy efficiency (EE) for air-conditioners in buildings for India.	84
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 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 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>	
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.	83
Information on the modalities for additional contributions to the Multilateral Fund.	77

Secretariat advice/discussions held/interaction	Meeting
<b>Green Climate Fund (GCF)</b>	
<b>Informal on-line discussions between the Secretariat and staff of the GCF on possibilities for further collaboration, as the consultative meeting on development of GCF energy efficiency sectoral guidance scheduled for 27-28 February 2020 was cancelled due to COVID-19.</b>	<b>85</b>
A representative of the GCF visited the Secretariat and held a number of meetings with the Secretariat staff that provided an opportunity for an exchange of information on how both funds operate and possibilities for further collaboration.	84
Informal discussions between the Chief Officer and the Deputy Executive Secretary of the GCF on matters of interests to both Funds, in the margins of the fourth session of the United Nations Environment Assembly.	83
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 GCF 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 GCF 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>Secretariat advice/discussions held/interaction</b>	<b>Meeting</b>
<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>International Energy Agency (IEA)</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.	83
<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 Program (K-CEP)</b>	
<b>Participation in the webinar on 28 January 2020 on the Nationally Determined Contributions (NDC) Support Facility for Efficient, Climate-Friendly Cooling (NDC Support Facility) – a new initiative that provides funding and guidance to entities that support countries in integrating cooling solutions into the next round of their NDCs.</b> <b>Upon a request by the Secretariat for clarification on whether the project proposals submitted would include safeguards to avoid uptake of energy-efficient cooling applications based on high-GWP refrigerants; K-CEP assured that low-GWP technologies would be promoted through the NDC Support Facility.</b>	<b>85</b>
Upon a request to provide feedback to ITAD Ltd., an organisation that has been commissioned to help develop a better understanding of K-CEP role in promoting energy efficiency in the cooling sector, the Secretariat had a conference call with an ITAD staff member informing on the input provided by the Secretariat to K-CEP in the initial phase of its establishment and its understanding of the linkage of K-CEP’s activities with the Montreal Protocol project activities, particularly relating to HFC phase-down projects.	84

Secretariat advice/discussions held/interaction	Meeting
Continued informal sharing of experience of the Multilateral Fund.	80
<p>The Director and one other representative of K-CEP, 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-CEP 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.</p> <p>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.</p>	78
<b>Lawrence Berkeley National Laboratory</b>	
The Secretariat provided comments on a draft report on opportunities and risks of efficiency improvement and refrigerant transition in room air-conditioning.	80
<b>Natural Resources Defense Council</b>	
Multilateral Fund Climate Impact Indicator (MCII) including the tool (Excel file), the manual (PDF) and an explanation of the tool (Word file).	81
<b>Minamata Convention on Mercury</b>	
In July 2013, the Secretariat received an invitation from the Government of Japan to attend the Conference of Plenipotentiaries for the adoption and signature of the Minamata Convention on Mercury, held from 9 to 11 October 2013 in Kumamoto and Minamata, Japan. However, the Secretariat was unable to attend.	71
<b>Multilateral Organisation Performance Assessment Network (MOPAN)</b>	
<p><b>The Secretariat provided additional information and clarifications on matters related to the Multilateral Fund to the consultant responsible for the assessment of the Multilateral Fund by MOPAN. The Secretariat had further discussions with MOPAN Secretariat, which indicated that the draft assessment report was in its last stage of preparation and would be submitted to the Secretariat to review it before it is submitted to Member Governments.</b></p>	85
The representatives of the Secretariat of MOAP and of the service provider that carries out the assessment, visited the Secretariat. The Chief Officer made a presentation on the Multilateral Fund, including its governance, business model and accomplishments. The representatives of MOPAN had a number of meetings with the Secretariat staff. The Secretariat was also informed about the meetings that the evaluators organized with all four implementing agencies of the Fund. The Secretariat provided the contact data of members of the Executive Committee, some of whom would be contacted to provide input to the assessment exercise.	84
The Secretariat attended a meeting at the Secretariat of MOPAN, where an introduction of the Fund 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.	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

Secretariat advice/discussions held/interaction	Meeting
<b>Sustainable United Nations (SUN)</b>	
<p>The Secretariat made a presentation at the 31<sup>st</sup> meeting of the United Nations Issues Management Group (IMG) on Environmental Sustainability Management, held at ICAO, Montreal on 11 October 2019. The Secretariat presented how the UN offices can collaborate with activities undertaken by the agencies on implementation of projects at national, regional and global levels that promote adoption of ozone friendly and HFC-free technologies. A representative of the Sustainable United Nations (SUN), an office that manages and supports the IMG on Environmental Sustainability Management, visited the Secretariat office and presented the work of this office to the staff.</p>	84
<b>United Nations Auditors</b>	
<p>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.</p>	75
<b>United Nations Environment Programme</b>	
<p>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.</p>	82
<b>United Nations Framework Convention on Climate Change (UNFCCC)</b>	
<p>Comments on the draft technical summary of the mitigation benefits of actions, initiatives and options to address non-carbon dioxide greenhouse gas emissions</p>	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
<b>University of Bristol</b>	
<p>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.</p>	83
<b>World Trade Organization, Trade and Environment Division</b>	
<p>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>)</p>	75