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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eighty-sixth Meeting
Montreal, 2-6 November 2020
Postponed to 8-12 March 2021¹

SECRETARIAT ACTIVITIES

Introduction

1. This document presents the activities of the Secretariat since the conclusion of the intersessional approval process (IAP) established for the 85th meeting of the Executive Committee.²

Notification of the results of the intersessional approval process (IAP) for the 85th meeting of the Executive Committee

2. The document on Projects approved intersessionally³ was conveyed to all Executive Committee members, implementing agencies and the Ozone Secretariat and was placed on the restricted area of the Multilateral Fund's website. Results of the IAP for the 85th meeting related to project approvals and extensions of projects were communicated to 76 Article 5 countries, and the relevant bilateral and implementing agencies.

Actions taken following the IAP for the 85th meeting

3. The Chief Officer sent a letter to the Governments of donor countries⁴ that have pledged to provide fast-start support for the implementation of HFC phase-down, communicating the additional report on

¹ Due to coronavirus disease (COVID-19)

² Due to the COVID-19 pandemic, the Executive Committee agreed that the 85th and 86th meetings will be held back-to-back in Montreal, Canada from 8 to 12 March 2021, noting that the 85th meeting would be a short meeting (up to two hours) to adopt a revised provisional agenda, to take note of Secretariat activities and the status of contributions and disbursements of the Multilateral Fund (as at 31 May 2020), and to adopt the draft report of the meeting, which will consist of those items approved under the IAP established for the 85th meeting as contained in document UNEP/OzL.Pro/ExCom/85/IAP/3.

³ UNEP/OzL.Pro/ExCom/85/IAP/3

⁴ 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.

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

progress on the implementation of HFC-related investment projects and enabling activities pursuant to decision 84/12(b).⁵

4. In response to decision 81/16(b), the Secretariat continues 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, and will upload them as they become ready.

5. The Secretariat continues to review and update databases, summary documents and operational guidelines,⁶ where applicable.

Preparation for the 85th and 86th meetings of the Executive Committee and the IAP

6. The Secretariat continues monitoring the evolving situation of the COVID-19 pandemic around the world. On 2 June 2020, Executive Committee members were informed of the unavailability of the meeting venue at the International Civil Aviation Organization for the postponed 85th meeting in July 2020 and on 17 June 2020, the Secretariat prepared a document providing the most effective options for conducting the 85th and 86th meetings in accordance with the procedure previously agreed by the Executive Committee on the matter for consideration of the Committee members. Based on the comments received, on 20 July 2020, the Secretariat proposed a detailed plan of action in the likelihood that the 85th and 86th meetings would be postponed to March 2021 for consideration of the Committee members.

7. Consequently, the Chief Officer informed the Chair and Vice-Chair of the Executive Committee of the procedure to be followed for the 85th and 86th meetings, taking into consideration the responses received from the Committee members. Following the Chair's agreement on the suggested procedure, on 10 August 2020, the Chief Officer informed the Committee members on the procedure for conducting the 85th and 86th meetings as follows:

- (a) The extraordinary procedures that are put in place for conducting the 85th and 86th meetings are due to the exceptional circumstances related to the COVID-19 pandemic, and apply as a one-off measure only, without setting a precedent for future operation of the Executive Committee;
- (b) The 85th and 86th meetings will be held back-to back in Montreal, Canada from 8 to 12 March 2021, noting that:
 - (i) The 85th meeting would be a short meeting (up to two hours) to adopt a revised provisional agenda, to take note of Secretariat activities and the status of contributions and disbursements of the Multilateral Fund (as at 31 May 2020), and to adopt the draft report of the meeting, which will consist of those items approved

⁵ The Secretariat was *inter alia* requested to submit an additional report identifying the countries for which the projects had been approved and providing an overview of the objectives, status of implementation, key findings and lessons learned, the amounts of HFC phased out where applicable, the level of funds approved and disbursed and potential challenges in completing the projects and activities, on the understanding that that information would be provided on an individual basis for the HFC-related investment projects and on an aggregated basis for the HFC enabling activities.

⁶ Inventory of approved projects as at June 2020; 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.

under the IAP established for the 85th meeting as contained in document UNEP/OzL.Pro/ExCom/85/IAP/3;

- (ii) The 86th meeting would commence immediately after the closure of the 85th meeting, and would address the remaining agenda items from the 85th meeting, as well as all agenda items of the 86th meeting;
 - (iii) All policy documents would be uploaded to the Secretariat's website as soon as they are available and no later than 14 December 2020; all the remaining documents (except for those addressed through the IAP referred to in sub-paragraph (c) below) would be uploaded in accordance with the relevant decisions of the Executive Committee, i.e., four weeks before the postponed 86th meeting;
- (c) An IAP for the 86th meeting will be implemented from 16 to 27 November 2020, on an exceptional basis due to the COVID-19 pandemic and without setting a precedent, and will include the following items, noting that all meeting documents for the IAP would be posted as soon as they are available and no later than 19 October 2020:⁷
- (i) Secretariat activities;
 - (ii) Status of contributions and disbursements;
 - (iii) Report on balances and availability of resources;
 - (iv) Final 2019 accounts;
 - (v) Reconciliation of the 2019 accounts;
 - (vi) Progress reports as at 31 December 2019;
 - (vii) Reports on projects with specific requirements;
 - (viii) 2020 consolidated project completion report;
 - (ix) Tranche submission delays;
 - (x) Overview of issues identified during project review;
 - (xi) Project proposals included under bilateral cooperation, in the 2020 work programme amendments of the implementing agencies and in country project documents; and
 - (xii) UNEP's CAP budget and the core unit costs of UNDP, UNIDO and the World Bank;
- (d) The Secretariat will send a separate message to Heads of Delegations with specific instructions on the IAP for the 86th meeting; and

⁷ On 28 October 2020, the Secretariat informed Executive Committee members that it did its utmost to finalize and upload the documents into the meeting portal no later than 19 October 2020; however, not all documents were finalized by that date, as addressing all issues associated with the relevant documents took longer time than expected mainly due to the constraints imposed by the COVID-19 pandemic.

- (e) Virtual meetings will be organized for members of the Sub-group of the Production Sector to have informal discussions on stage II of the HCFC production sector phase-out management plan (HPPMP) for China, noting that the Chair of the Executive Committee, through the Secretariat, would send a communication to the Heads of Delegations on the procedure to be followed to constitute the Sub-group⁸ and select a facilitator, and further noting that relevant documents would be made available to members of the Sub-group by 19 October 2020.⁹

8. The Secretariat prepared the meeting documents for the 86th meeting that would be considered under the IAP;¹⁰ a site containing these meeting documents in Arabic, English, French, and Spanish was created on the Multilateral Fund's website. To facilitate the IAP for the 86th meeting, the Secretariat established a password-protected forum and prepared the document on Procedures for the intersessional approval process established for the 86th meeting.¹¹

Meetings attended and missions undertaken

9. Due to the outbreak of COVID-19, no missions were undertaken.

Virtual, 7-9 July 2020 and 14-16 July 2020

10. The Chief Officer, together with three Senior Programme Management Officers, attended the 64th meeting of the Implementation Committee under the Non-compliance Procedure of the Montreal Protocol, where he made a presentation, and with additional staff members attended the 42nd Meeting of the Open-ended Working Group (OEWG) of the Parties.

Virtual, 6-7 October 2020

11. The Chief Officer and Senior Programme Management Officers participated in the workshop on "Delivering Multiple Global Environmental Benefits through the Sound Management of Chemicals and Waste", organized by the Scientific and Technical Advisory Panel to the Global Environment Facility (GEF). The Secretariat was called on during discussion on identified linkages, especially regarding ozone depletion.

Inter-agency coordination meeting

12. Due to the restrictions imposed by the COVID-19 pandemic, time constraint and workload of the 86th meeting, the Secretariat was unable to convene an inter-agency coordination meeting. The Secretariat notes, however, that all documents prepared for the IAP for the 86th meeting were the results of continuous collaboration and cooperation of bilateral and implementing agencies during the review process where all complex issues were discussed in detail and satisfactorily resolved, and mutual agreement was reached.

⁸ The members of the Sub-Group on the Production Sector in 2020 are: Australia, Bahrain, Chile, India, Suriname, Switzerland, the United Kingdom of Great Britain and Northern Ireland, and the United States of America.

⁹ On 28 October 2020, the Secretariat sent to members of the Sub-group on the Production Sector the documents related to stage II of the HPPMP for China. While the Secretariat will send instructions for participation in the virtual meeting in due course, it proposed that the virtual meeting could take place after the IAP.

¹⁰ 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.

¹¹ UNEP/OzL.Pro/ExCom/86/IAP/1.

Staffing and recruitment

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

14. The process of selection for the post of the Deputy Chief Officer (D-1) is ongoing, with online interviews completed and the panel's report being finalized.

15. Following decision 84/6 to 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, the classification of the three posts has been concluded. The three posts were advertised and interviews took place. The 10-year term of the Senior Monitoring and Evaluation Officer ended on 24 October 2020; the process of selection is ongoing with the closing of the advertisement in end September 2020.

16. It is noted that the Chief Officer will be due to retire in January 2022. The Executive Committee may wish to note that the Fund Secretariat will initiate and follow the recruitment process as detailed in the documents on Recruitment process for the position of Chief Officer of the Multilateral Fund Secretariat¹² and will continue to report to the Executive Committee on the matter.

17. Recruitment and contractual arrangements for two consultants for the monitoring and evaluation work programme, one consultant and two individual contractors for project review, and translators to assist in the translation of meeting documents, have been finalized. The contractual arrangements for interpreters and report writers for the postponed 85th and the 86th meetings were coordinated with UNEP and the United Nations Office in Nairobi but have not been implemented as a result of the postponement of the meetings.

Staff development and training

18. All staff members undertook a number of mandatory UN online training courses. The Senior Fund Management and Administrative Officer attended an online leadership programme organized by the United Nations.

19. The Regional Ombudsman team organized a virtual town hall with the Secretariat on 4 November 2020 to present informal conflict resolution services that the Office of Ombudsman and Mediation Services provides. The town hall meeting will be followed by a workshop on civility and dignity in the workplace to be held on 30 November 2020.

20. Several Senior Programme Management Officers attended webinars as shown in the table below.

Title	Organizer
Indirect evaporative cooling: A safer and energy efficient approach to heating, ventilation and air-conditioning	HMX Cooling and Heating/ATE Group
Alternative refrigerants for high ambient temperature countries	UNEP, UNIDO
Pathway to zero greenhouse gas emissions for cooling	UNEP Cool Coalition
Cool buildings: Greening real-estate investments to curb the rise in cooling demand	Sustainable Energy for All, Global Alliance for Buildings and Construction, Programme for Energy Efficiency in Buildings, UNEP Cool Coalition

¹² UNEP/OzL.Pro/ExCom/69/37 and Add.1.

Title	Organizer
Environmentally harmful dumping of inefficient and obsolete air-conditioners in Africa	Collaborative Labeling and Appliance Standard Program (CLASP), Institute for Governance and Sustainable Development (IGSD)
From recovery to COP26: The contribution of sustainable cooling	United Kingdom Department of the Environment, UNEP Cool Coalition, Kigali Cooling Efficiency Program (KCEP)
Delivering transformational change: The journey of the GEF	GEF
How to successfully implement green cooling – sound strategies, qualified RAC workforce, best-available technology	GIZ Proklima on behalf of Federal Ministry for Economic Cooperation and Development and Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, of Germany
Understanding net benefits and cost for different energy efficient refrigeration design options	UNIDO, KCEP, International Copper Association
Scaling-up GCF projects on energy-efficient and climate friendly cooling	Green Climate Fund (GCF) and UNEP
Implementation strategies for India cooling action plan	Alliance for an Energy Efficient Economy (AEEE)
Cool down to speed up climate action and green recovery	Permanent Mission of Denmark to the UN and the UNEP Cool Coalition

Administrative matters

21. The signature process for the 10-year lease renewal of the Secretariat offices has been concluded.
22. The Chief Officer and the Senior Administrative and Fund Management Officer have continued to attend online meetings organized by UNEP Corporate Services Division 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 pandemic, 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. Upon request by the Technology and Economic Assessment Panel (TEAP) task force, the Secretariat reviewed the report related to the replenishment of the Multilateral Fund for the 2021-2023 triennium, made factual corrections and provide comments on it. The Secretariat also provided responses to the task force on relevant questions raised by the Parties at their 42nd OEWG meeting. A few on-line discussions were also held to clarify issues related to this matter.

United Nations organizations

Joint Inspection Unit of the United Nations

26. In the context of the review of environmentally sustainable policies and practices across organizations of the United Nations system, upon invitation, the Secretariat completed a questionnaire to get the views and assess the level of collaboration between United Nations organizations system and the environmental conventions on the matter.

Other organizations

Global Environment Facility

27. The GEF Secretariat sought input and advice from the Secretariat on enabling activities, institutional strengthening and support for ratification of the Kigali Amendment in the countries with economies in transition to be funded by the GEF. The Secretariat reviewed particularly the plan for Tajikistan and provided its observations. The Secretariat also provided detailed comments on the matter and relevant Executive Committee meeting documents and guides developed by the Secretariat to assist the GEF Secretariat in the design of these interventions and to ensure consistency with the Multilateral Fund guidelines.

Government of France

28. The Chief Officer participated in a retrospective evaluation on the French contribution to the Fund Secretariat through an interview during which an overview of the Fund Secretariat and the perspective of the Fund Secretariat concerning the French contribution to the Multilateral Fund and the Montreal Protocol were provided.

Organisation Performance Assessment Network (MOPAN)

29. The Secretariat reviewed the draft assessment report and made factual corrections and provided comments on it. Follow-up communication took place between the Fund and the MOPAN Secretariats with regard to the timeline for the final report and possible ways of sharing key findings with the Executive Committee.

Annex I

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

Secretariat advice/discussions held/interaction	Meeting
Adaption Fund	
Explanation of Multilateral Fund policies on interest earned. The information provided by the Secretariat can be found in document AFB/EFC.18/10 of the 18 th meeting of the Ethics and Finance Committee at https://www.adaptation-fund.org/wp-content/uploads/2016/03/AFB-EFC-18.10-Investment-income-doc.pdf .	76
Arab Forum for Environment and Development	
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
Center for Climate and Energy Solutions (formerly, Pew Center on Climate Change)	
Documents UNEP/OzL.Pro/ExCom/37/59, UNEP/OzL.Pro/ExCom/38/54 & Add.1; text of decisions 37/62 and 38/63; Guidelines on funding of technology not in the public domain (Annex XIV of UNEP/OzL.Pro/ExCom/38/70/rev.1); Observations on technology transfer license fees and royalties for different types of projects (liquid carbon dioxide, metered-dose inhalers, tobacco fluffing, HFC-32 for the refrigeration sector, supercritical CO ₂ , the HCFC production sector).	75
Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC)	
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
Climate Technology Centre and Network	
Presentation on capacity building under the Multilateral Fund as resource material for the Sixth meeting of the Advisory Board. General information on the Multilateral Fund and background documents.	75
European Union / European Parliament	
During the 25 th MOP, the Chief Officer received a request from the European Parliament to have a bilateral discussion on issues related to the Multilateral Fund including the resources needed for the replenishment of the Multilateral Fund and proposals for additional contributions to fund climate benefits. Accordingly, the Chief Officer provided the two representatives of the European Parliament with a short briefing explaining the operation of the Multilateral Fund.	71

Secretariat advice/discussions held/interaction	Meeting
German Ministry for Economic Cooperation and Development	
Information on the achievements of the Multilateral Fund and a summary of approved projects implemented by Germany as a bilateral agency.	77
Global Environment Facility (GEF)	
The Secretariat participated in the workshop on “Delivering Multiple Global Environmental Benefits through the Sound Management of Chemicals and Waste”, organized by the Scientific and Technical Advisory Panel and was called on during discussion on identified linkages, especially regarding ozone depletion.	86
Comments on interventions relating to enabling activities, institutional strengthening and support for ratification of the Kigali Amendment in the countries with economies in transition and review of one plan for Tajikistan.	86
Informal on-line discussions between the Secretariat and staff of GEF on possibilities for further collaboration on energy-efficiency matters.	85
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 Secretariat received an invitation to attend the 45 th GEF Council Meeting that would be held from 5 to 7 November 2013. In a further invitation letter to the new Chief Officer, the CEO and Chairperson of the GEF welcomed a renewal of the past cooperation in providing assistance to parties to meet their obligations under the Montreal Protocol and a renewal of historic ties. In response, the Chief Officer informed the CEO that the Fund Secretariat would not be able to attend the Council Meeting due to preparations for the 71 st 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 th 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

Secretariat advice/discussions held/interaction	Meeting
Government of France	
The Chief Officer participated in an interview on retrospective evaluation proposal on the French contribution to the Fund Secretariat	86
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
Green Climate Fund (GCF)	
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.	85
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
Provided link to documents relevant to the Technology and Economic Assessment Panel, Scientific Assessment Panel, and the Environmental Effects Assessment Panel on the Ozone Secretariat's website, and also an introduction to the Ozone Secretariat's Communications Officer; Documents were provided, including: the Executive Committee Primer; Multilateral Fund policy, procedures, guidelines and criteria; the presentation entitled "The Multilateral Fund: Governance, Business Model, Accomplishments, Challenges"; examples of pre-session documents for business planning, project proposals; monitoring and evaluation work programme and project completion reports; business plan templates; progress reporting guidelines; reports of the two evaluations on institutional strengthening; and the monitoring and evaluation work programme.	77
The Fund Secretariat's experience in establishing legal arrangements with implementing entities and establishing a progress reporting system for the Multilateral Fund.	76
Information on performance indicators developed for the Multilateral Fund; Information on the discussions at recent Montreal Protocol meetings regarding proposals for an amendment to the Protocol; Information on the Multilateral Fund's monitoring and accounting framework including Chapter XI of the Multilateral Fund policies, procedures, guidelines and criteria (monitoring and evaluation); Presentation on capacity building under the Multilateral Fund.	75
Presentation on 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

Secretariat advice/discussions held/interaction	Meeting
The Interim Secretariat of the GCF wrote to the Multilateral Fund on 24 September 2013 with an invitation to attend the 5 th 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 st meeting. A further letter of 21 October 2013 informed the Fund Secretariat that the next Board meeting would take place in Indonesia from 19 to 21 February 2014, 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
Grenoble School of Management	
Information on the policies and procedures of the Multilateral Fund and the process of project approval for a study on technology learning curves.	80
Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)	
Information on practices regarding financial support to meeting participants/delegates.	75
International Energy Agency (IEA)	
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
Joint Inspection Unit of the United Nation	
The Secretariat completed a questionnaire with regard to the review of environmentally sustainable policies and practices across organizations of the United Nations system.	86
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
Kigali Cooling Efficiency Program (K-CEP)	

Secretariat advice/discussions held/interaction	Meeting
<p>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.</p> <p>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.</p>	85
<p>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.</p>	84
<p>Continued informal sharing of experience of the Multilateral Fund.</p>	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
Lawrence Berkeley National Laboratory	
<p>The Secretariat provided comments on a draft report on opportunities and risks of efficiency improvement and refrigerant transition in room air-conditioning.</p>	80
Natural Resources Defense Council	
<p>Multilateral Fund Climate Impact Indicator (MCII) including the tool (Excel file), the manual (PDF) and an explanation of the tool (Word file).</p>	81
Minamata Convention on Mercury	
<p>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.</p>	71
Multilateral Organisation Performance Assessment Network (MOPAN)	
<p>The Secretariat reviewed the draft assessment report and made factual corrections and provided comments on it. Follow-up communication took place between the two Secretariats with regard to the timeline for the final report and possible ways of sharing key findings with the Executive Committee.</p>	86
<p>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.</p>	85

Secretariat advice/discussions held/interaction	Meeting
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
Sustainable United Nations (SUN)	
The Secretariat made a presentation at the 31 st 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.	84
United Nations Auditors	
Background information on the Multilateral Fund and other information including, <i>inter alia</i> , UNEP interim financial statements on the Multilateral Fund; report on contributions and disbursements; progress report; 2015 Monitoring and evaluation work programme; and the link to policy and procedures manual.	75
United Nations Environment Programme	
Together with the Ozone Secretariat, the Multilateral Fund Secretariat provided the Chemicals and Health Branch, Economy Division of UNEP with comments on GCO-II report to the Chemicals and Health Branch including information related to: the accelerated phase-out of HCFCs, the Kigali Amendment regarding HFCs, the increased emissions of CFC-11 according to the publication by Montzka et al. in 2018; compliance with the Montreal Protocol's control measures and data reporting.	82
United Nations Framework Convention on Climate Change (UNFCCC)	
Comments on the draft technical summary of the mitigation benefits of actions, initiatives and options to address non-carbon dioxide greenhouse gas emissions	74

Secretariat advice/discussions held/interaction	Meeting
<p>The Secretariat received an invitation in early October 2013 to attend the 19th session of the Conference of the Parties to the UNFCCC and the 9th session of the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol that would take place in Warsaw, Poland, from 11 to 22 November 2013.</p> <p>The Chief Officer informed the UNFCCC Secretariat that he was unable to attend due to preparations for the 71st meeting. Noting that the UNFCCC Secretariat was invited to attend the 25th MOP, he suggested an informal meeting to exploit potential opportunities for collaboration between the two Secretariats. The Executive Secretary of UNFCCC Secretariat responded that the Coordinator of the Mitigation, Data and Analysis Programme, who would be attending the MOP, would arrange to meet bilaterally with him.</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
University of Bristol	
<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
World Trade Organization, Trade and Environment Division	
<p>Update of the MEA Matrix for the WTO's Committee on Trade and Environment (https://www.wto.org/english/tratop_e/envir_e/envir_matrix_e.htm)</p>	75