
Executive Committee Primer – 2022

An introduction to the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol

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INTRODUCTION

This Primer is intended to provide new members of the Executive Committee with a guide to the workings of the Multilateral Fund and its Executive Committee. It is updated after the last meeting of each calendar year in preparation for new members who will join the following year.

It provides basic background information on the Multilateral Fund, its aims, and key concepts that underpin its activities. It outlines the key elements of the Multilateral Fund with brief descriptions of their different roles, and includes an explanation of the interactions among them and their role in terms of the provision of advice to the Executive Committee.

It also provides information on how the Multilateral Fund operates from financial planning, project review and approval, to project monitoring and evaluation of completed projects.

It furthermore guides the new Executive Committee members through the meeting process, from pre-session preparations, to an agenda item-by-agenda item explanation of in-session activities, and post-session follow-up. A brief background on each agenda item is provided and the matters and type of actions that the Executive Committee may wish to take are discussed.

The titles of documents related to agenda items are highlighted in **bold** text. *Italic* text directs the reader to the appropriate appendix or other documents for an additional explanation.

Appendix 1 provides the Terms of reference of the Executive Committee. Appendix 2 provides the Rules of procedure for meetings of the Executive Committee. Appendix 3 includes the details of logistic arrangements for Executive Committee meetings. Appendix 4 lists key reference information.

Comprehensive information on the policy and procedures of the Executive Committee is found in **Policies, Procedures, Criteria and Guidelines of the Multilateral Fund**, a document that is updated after each Executive Committee meeting. Two supplements containing relevant decisions and agreements relating to multi-year phase-out plans and projects are also available: **HCFC phase-out management plans and HCFC production phase-out management plans (HPMPs and HPPMPs)** contains relevant decisions and agreements on multi-year HCFC consumption and production phase-out projects, while **Phase-out plans and projects** contains relevant decisions and agreements on multi-year projects for the phase-out of other ozone-depleting substances (ODS).¹

Directory of the Multilateral Fund, which includes contact details of Committee members, the Secretariat, bilateral and implementing agencies and the Treasurer, is available from the Secretariat.

Notes

This Primer reflects the two-meetings-per-year scenario, pursuant to Executive Committee decisions 73/70 and 77/60.

The Kigali Amendment that was adopted in October 2016, and that entered into force in January 2019, added HFCs, greenhouse gases that do not damage the ozone layer, to the list of substances controlled by the Montreal Protocol. Up until that time, the term “controlled substance” had been synonymous with the term “ozone-depleting substance” or “ODS”. This Primer currently uses the term “controlled substance” to refer to all substances controlled under the Montreal Protocol, while the term “ODS” is used to refer to controlled substances that deplete the ozone layer.

¹ These three documents are available at <http://www.multilateralfund.org/Our%20Work/policy/default.aspx> .

1. THE MULTILATERAL FUND

1.1. The aim of the Multilateral Fund

The Multilateral Fund was set up by the Parties to the Montreal Protocol to assist developing countries to comply with the terms of the Montreal Protocol, an international agreement that sets out a timetable for the phase-out of ODS in both developed and developing countries. The Multilateral Fund provides assistance to countries that are Parties to the Montreal Protocol and whose annual *per capita* consumption and production of CFCs and halons is less than 0.3 kg on the date of entry into force of the Montreal Protocol or any time thereafter until 1 January 1999. The developing countries that meet these criteria are referred to as Article 5 countries. Contributions to the Multilateral Fund are provided by the non-Article 5 countries.

1.1.1. *The Kigali Amendment*

The Kigali Amendment, which was adopted at the Twenty-eighth Meeting of the Parties to the Montreal Protocol (MOP) on 15 October 2016, added HFCs, non-ODS greenhouse gases that do not damage the ozone layer but have a high global-warming potential (GWP), to the list of substances controlled under the Protocol. The Kigali Amendment entered into force on 1 January 2019. As at 20 January 2022, it has been ratified by 129 Parties. The Montreal Protocol's timetable for the phase-down of HFCs in both Article 5 and non-Article 5 countries is set out in Annex F of the Protocol.

A group of 17 non-Article 5 Parties² has provided fast-start support for the implementation of the Kigali Amendment, that is additional to their regular contributions to the Fund. The additional contributions have been made available to Article 5 countries that had an HFC consumption baseline year between 2020 and 2022 and that had ratified or formally indicated their intent to ratify the Kigali Amendment and take on early HFC phase-down obligations in order to support their enabling activities, such as capacity building and training in handling HFC alternatives, Article 4B licensing, reporting, and project preparation activities, taking into account, but not restricted to, relevant guidelines and decisions of the Executive Committee.

1.2. Terms of reference of the Multilateral Fund

The terms of reference of the Multilateral Fund³ cover the roles of implementing agencies, budget of, and contributions to, the Fund, administration of the Multilateral Fund's functions and financing of activities.

1.3. Key concepts of the Multilateral Fund

1.3.1. *Incremental costs*

The Multilateral Fund provides financing for the incremental costs of the phase-out of substances controlled by the Montreal Protocol. The Parties to the Montreal Protocol agreed on an indicative list of such costs at their Fourth Meeting in 1992. They include:

- Costs involved in supplying substitutes, including converting existing production facilities and equipment or establishing new facilities, paying for patents, designs and royalties, training personnel,

² 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.

³ The terms of reference of the Multilateral Fund are available in Annex IX of the "Report of the Fourth Meeting of the Parties to the Montreal Protocol on substances that deplete the ozone layer" (UNEP/OzL.Pro/4/15) and in the "Handbook for the International Treaties for the Protection of the Ozone Layer" published by the Ozone Secretariat.

adapting technology to local circumstances, retiring existing capital prematurely and importing substitutes.

- Costs involved where controlled substances are used in manufacturing, including converting existing equipment and facilities, paying for patents, designs and royalties, training, research and development and paying for raw materials.
- Costs involved in end use, including prematurely modifying or replacing user equipment, recycling and destroying controlled substances and providing technical assistance to reduce consumption and unintended emissions.

The total costs of conversion to alternative technologies are not fully covered. For example, the installation of new equipment can produce savings or benefits by itself, irrespective of its impact on ozone depletion. Projected savings are deducted from costs to reach the figure for incremental costs, and, where this is negative, the project is not eligible for Fund assistance.

1.3.2. Compliance schedule

Article 2 of the Montreal Protocol establishes the phase-out schedule of controlled substances under the Montreal Protocol on the basis of assessment of control measures made pursuant to Article 6 of the Montreal Protocol. It was decided to limit a country's controlled substance consumption and production (where applicable) levels through a formula that took account of existing levels of consumption and production in an agreed "baseline" year. The period for compliance with the control schedules of the Montreal Protocol for Article 5 countries began following a ten-year grace period. The first control measure was the freeze in CFCs (Annex A group I substances) production and consumption⁴ at the baseline level from 1 July 1999 onwards. The first HCFC control measure for Article 5 countries, as adjusted at the Nineteenth MOP in 2007, was the freeze in HCFC consumption and production (where applicable) by 1 January 2013.

With regard to the phase-down of HFCs, Article 2J sets out the baseline years and phase-down schedules for two groups of Article 5 countries: "group 1" comprises the majority of Article 5 countries and "group 2" includes Bahrain, India, the Islamic Republic of Iran, Iraq, Kuwait, Oman, Pakistan, Qatar, Saudi Arabia and the United Arab Emirates. The table below summarizes the Montreal Protocol's control measures for both Article 5 and non-Article 5 parties.

Table 1.1. Montreal Protocol compliance schedule for main controlled substances (freezes and reductions refer to baseline levels⁵)

Controlled substance	Compliance schedule	
	Non-Article 5 countries	Article 5 countries
Annex A - Group I: Chlorofluorocarbons (CFCs)	Total phase-out by 1/1/1996	Freeze at average 1995-1997 level on 1/7/1999 50% reduction by 1/1/2005 85% reduction by 1/1/2007 Total phase-out by 1/1/2010
Annex A - Group II: Halons	Total phase-out by 1/1/1994	Freeze at average 1995-1997 level on 1/1/2002 50% reduction by 1/1/2005 Total phase-out by 1/1/2010
Annex B - Group II: Carbon tetrachloride	Total phase-out by 1/1/1996	85% reduction at average 1998-2000 on 1/1/2005 Total phase-out by 2010

⁴ For the purposes of the Montreal Protocol, consumption is defined as the quantities of controlled substances manufactured and/or imported, less those quantities exported, in any given year.

⁵ Full details of control measures are published on the Ozone Secretariat's website, including decisions XXVIII/1 and XXVIII/2 regarding the Kigali Amendment.

Controlled substance	Compliance schedule	
	Non-Article 5 countries	Article 5 countries
Annex B - Group III: Methyl chloroform (TCA)	Total phase-out by 1/1/1996	Freeze at average 1998-2000 level on 1/1/2003 30% reduction by 1/1/2005 70% reduction by 1/1/2010 Total phase-out by 1/1/2015
Annex C - Group I: Hydrochlorofluorocarbons (HCFCs)	Freeze from beginning of 1996 35% reduction by 1/1/2004 75% reduction by 1/1/2010 90% reduction by 1/1/2015 99.5% reduction by 1/1/2020* Total phase-out by 1/1/2030 *0.5% is restricted to the servicing of refrigeration and air-conditioning equipment existing during the period 2020-2030 and subject to review in 2015	The HCFC baseline for compliance is the average of 2009 and 2010 production and consumption Freeze at average 2009-2010 level on 1/1/2013 10% reduction by 1/1/2015 35% reduction by 1/1/2020 67.5% reduction by 1/1/2025 97.5% reduction by 1/1/2030** Total phase-out by 1/1/2040 **The annual average of 2.5% is restricted to the servicing of refrigeration and air-conditioning equipment existing during the period 2030-2040 and subject to review in 2025
Annex C - Group II: HBFC	Total phase-out by 1/1/1996	Total phase-out by 1/1/1996
Annex C - Group III: Bromochloromethane (BCM)	Total phase-out by 1/1/2002	Total phase-out by 1/1/2002
Annex E: Methyl bromide (horticultural uses)	Freeze in 1995 at 1991 baseline level 25% reduction by 1/1/1999 50% reduction by 1/1/2001 70% reduction by 1/1/2003 Total phase-out by 1/1/2005 (with possible critical use exemptions)	Freeze at average 1995-1998 level on 1/1/2002 20% reduction by 1/1/2005 Total phase-out by 1/1/2015
Annex F: Hydrofluorocarbons (HFCs) (Groups I and II - also emissions)	10% reduction by 1/1/2019 40% reduction by 1/1/2024 70% reduction by 1/1/2029 80% reduction by 1/1/2034 85% plateau by 1/1/2036	<u>Group 1 Parties</u> <i>Baseline is average HFC consumption for 2020-2022 + 65% of HCFC baseline</i> Freeze on 1/1/2024 at baseline level 10% reduction by 1/1/2029 30% reduction by 1/1/2035 50% reduction by 1/1/2040 80% plateau by 1/1/2045 <u>Group 2 Parties</u> <i>Baseline is average HFC consumption for 2024-2026 + 65% of HCFC baseline</i> Freeze on 1/1/2028 at baseline level 10% reduction by 1/1/2032 20% reduction by 1/1/2037 30% reduction by 1/1/2042 85% plateau by 1/1/2047

Further information is available in Chapter VII (Controlled substances) of the “Policies, Procedures, Guidelines and Criteria” document.

1.3.3. *Country-compliance-driven approach*

A country is in compliance when it meets the provisions set out in the Montreal Protocol. The Multilateral Fund's strategy is based on a compliance-driven business planning approach, in which the level of controlled substance phase-out has been calculated for each country so that resources can be appropriately targeted to countries. This calculation has been made on the basis of an agreed starting point for aggregate reduction in controlled substances. Multi-year agreements (MYAs) are established with countries to assist them in meeting the phase-out targets set out in the Montreal Protocol.

1.3.4. *Equal partnership*

The Multilateral Fund is governed by an Executive Committee, which has equal representation from among non-Article 5 countries and Article 5 countries (seven from each). During the MOP, that takes place towards the end of the year, Parties select Executive Committee members for the following calendar year. Selection is based on equitable geographic representation. For Article 5 countries, seats are allocated as follows: two seats to the Parties of the African region; two seats to the Parties of the Asian and the Pacific region; two seats to the Parties of the Latin American and the Caribbean region; and one rotating seat among the regions referred, including the Eastern European and Central Asian region. The Chair and Vice-Chair of the Executive Committee alternate annually between the Article 5 and non-Article 5 countries.

1.4. **Elements of the Multilateral Fund**

The key elements of the Multilateral Fund are:

- Parties to the Montreal Protocol
- Executive Committee
- Fund Secretariat
- Bilateral and implementing agencies
- Treasurer

The organizational chart in Figure 1.1 illustrates the relationship between the Parties to the Montreal Protocol, including non-Article 5 and Article 5 countries, and the Executive Committee; the relationship between the Executive Committee and the entities that it interacts with to fulfil its functions, indicating where formal agreements exist between those entities; the flow of contributions from non-Article 5 countries to the Treasurer and to the bilateral and implementing agencies (following project approval); and the submission of funding requests from Article 5 countries through bilateral and implementing agencies to the Executive Committee through the Secretariat.

1.4.1. *Parties to the Montreal Protocol*

The Multilateral Fund operates under the authority of the Parties to the Montreal Protocol that decide on its overall policies, composition of the Executive Committee and, every three years, on the level of replenishment of the Fund.

Further information is available in Chapter VI (Article 5 Parties) of the "Policies, Procedures, Guidelines and Criteria" document.

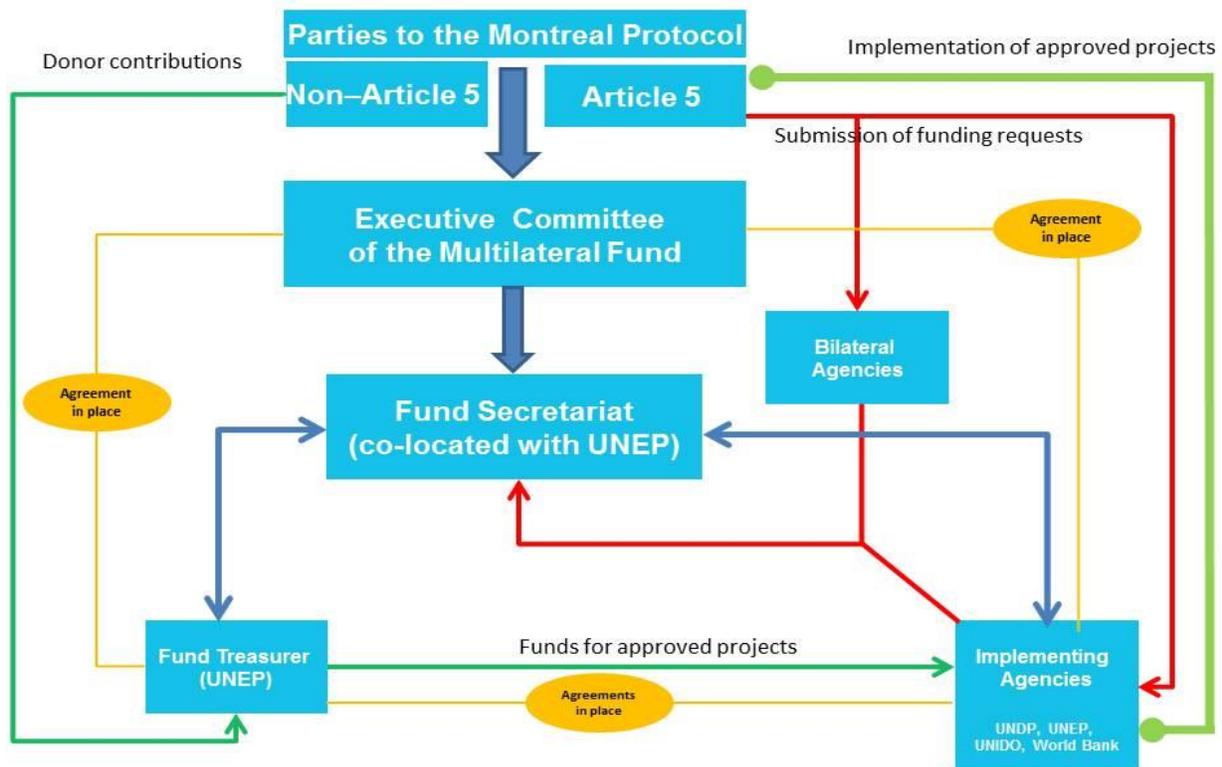
1.4.2. *Executive Committee*

The Executive Committee manages the Multilateral Fund and is responsible for developing operational policies, procedures, guidelines and criteria, drawing up the three-year plan and budget for the Multilateral

Fund, approving country programmes and specific projects, and overseeing the Multilateral Fund's administration. The Executive Committee primarily discharges its responsibilities at its meetings.

The Executive Committee used to convene three meetings per year, but, in 2013, it decided to convene two meetings in 2014 on a trial basis with the option of an inter-sessional meeting for any urgent issues (decision 70/23).⁶ The two-meetings-per-year scenario was reviewed at the last meetings of 2014 and 2016 and the Executive Committee decided to continue to convene two meetings per year, with the possibility of an additional brief meeting, if required, to consider project proposals or specific requests from the Parties to the Montreal Protocol (decisions 73/70 and 77/60⁷).

Figure 1.1: Key elements of the Multilateral Fund and their interactions



Until the 41st meeting, the Executive Committee functioned with two standing sub-committees that carried out specific tasks. The Sub-Committee on Monitoring, Evaluation and Finance (MEF) was responsible for reviewing the cycle of business planning and monitoring and evaluation of approved projects. The Sub-Committee on Project Review (PR) was responsible for considering and reviewing all projects and activities, and making recommendations to the Executive Committee, as well as dealing with any policy issues that emanated from the process. At its 40th meeting, the Executive Committee decided that certain planning

⁶ The two-meeting scenario was approved on the understanding that the submission of agenda items would need to be adjusted, tranche requests of HPMPs would be submitted to either the first or the last meeting of the year as per a revised submission schedule, and requests for the renewal of institutional strengthening projects could be submitted to the meeting immediately preceding the set date, namely, six months before the end of the previously approved period.

⁷ Meetings are scheduled preferably in the second or third week of June for the first meeting, and in late November or the first week of December for the last meeting. Agenda items for Executive Committee meetings were reorganized according to the classification scheme described in document UNEP/OzL.Pro/ExCom/77/71 and as formulated in the illustrative agendas for the first and last meetings contained in that document.

activities affecting compliance should be addressed by the full Executive Committee (decision 40/52). The Executive Committee examined options for improvement and decided to eliminate the MEF and PR sub-committees for the year 2004 on a trial basis (decision 41/92). This arrangement was renewed and continues to the present, based on decision 44/57(b). All agenda items are examined in plenary with contact groups set up to deal with specific issues as necessary. One example is the Sub-group on the Production Sector that is a subsidiary body established on a needs basis from members of the Executive Committee (decision 23/50). Since the 57th meeting when it was reconvened, the Sub-group on the Production Sector has been addressing issues with respect to HCFC production phase-out (decision 56/64(d)).

Further information is available in Chapter II (Executive Committee) of the “Policies, Procedures, Guidelines and Criteria” document and in Appendices 1 (Terms of reference of the Executive Committee), 2 (Rules of procedure for meetings of the Executive Committee) and 3 (Logistic arrangements for meetings).

1.4.3. Fund Secretariat

The role of the Fund Secretariat is to assist the Executive Committee in the discharge of its functions. The Secretariat is based in Montreal, Canada, and consists of internationally recruited professional staff and local support staff. The Secretariat is headed by the Chief Officer, who reports directly to the Executive Committee.

The terms of reference of the Secretariat,⁸ as approved by the Executive Committee at its third meeting, include 23 specific responsibilities, which essentially cover: development of the three-year plan and budget and a system of funds disbursement; management of the business planning cycle of the Fund; monitoring the expenditures and activities of the implementing agencies; preparation of policy papers and other documents; review and assessment of project-related submissions of the implementing agencies; liaison between the Executive Committee, governments and the implementing agencies; and servicing the meetings of the Executive Committee. Since 1997, the Secretariat has also included a monitoring and evaluation function, established expressly by the Executive Committee.

Further information is available in Chapter III (Fund Secretariat) of the “Policies, Procedures, Guidelines and Criteria” document.

1.4.4. Bilateral and implementing agencies

In delivering financial and technical assistance, the Multilateral Fund works together with implementing agencies: the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), the United Nations Industrial Development Organization (UNIDO), the World Bank, and a number of bilateral agencies.

The four implementing agencies work under the overall guidance and supervision of the Executive Committee. The roles of the implementing agencies for projects approved under the Multilateral Fund were outlined in decision II/8 of the Second MOP. More detailed arrangements are set out in the individual agreements concluded between the Executive Committee and UNDP, UNEP, UNIDO and the World Bank in 1991 and 1992, which cover financial arrangements and reporting requirements.⁹ Broadly speaking, UNDP, UNIDO and the World Bank are responsible for the preparations and implementation of investment projects. The main thrust of UNEP’s activities is on information dissemination, capacity-building, institutional strengthening,

⁸ The terms of reference of the Secretariat are available in Annex III.1 of the “Policies, Procedures, Guidelines and Criteria” document.

⁹ The texts of agreements between implementing agencies and the Executive Committee, including the amendments approved in 1998, are available in Annexes II.4, II.5, II.6 and II.7 of the “Policies, Procedures, Guidelines and Criteria” document.

networking, and assistance to low-volume-consuming¹⁰ (LVC) countries. However, since 2011, UNEP is also involved in the preparation and implementation of investment projects.

The Parties to the Montreal Protocol also decided that contributing Parties could use up to 20 per cent of their annual contribution to carry out activities with developing countries on a bilateral basis, such as training, technical assistance and the introduction of ozone-friendlier technologies.

Further information is available in Chapter IV (Bilateral cooperation) and Chapter V (Implementing agencies) of the “Policies, Procedures, Guidelines and Criteria” document.

1.4.5. Treasurer

The Fund Treasurer is responsible for receiving and administering pledged contributions from non-Article 5 countries, and disbursing funds to the Secretariat and the implementing agencies, based on the decisions of the Executive Committee. At the fifth meeting of the Executive Committee, an agreement between UNEP and the Executive Committee on the service of the Treasurer was approved. The agreement was revised at the 42nd meeting in 2004 and level of fees was agreed (US \$500,000 per year) for the five-year period 2004 to 2009 (decision 42/42).¹¹ At its 62nd meeting, the Executive Committee decided to maintain the fee level at US \$500,000 per year until UNEP reverted to the Executive Committee and requested the Treasurer to include in the accounts of the Secretariat an indicative breakdown of the US \$500,000 annual fees for the provision of treasury services (decision 62/66). Agreements between the Treasurer and four implementing agencies on the financial procedures were also made in 2006.¹²

In practice, the responsibilities of the Treasurer are carried out by staff based in UNEP-Nairobi and by the Senior Administrative and Fund Management Officer based in the Secretariat.

The Treasurer attends each meeting of the Executive Committee and is responsible for preparing several documents: the status of contributions and disbursements (for each meeting); the accounts of the Multilateral Fund as well as the reconciliation of the accounts (on an annual basis); and any document requested by the Executive Committee or by the MOP.

Further information is available in Chapter I (Financial mechanism) of the “Policies, Procedures, Guidelines and Criteria” document.

1.5. Interactions among different elements of the Multilateral Fund

The established lines of communication between the key players in the Multilateral Fund and their role in terms of the provision of advice to the Executive Committee are presented below.¹³

1.5.1. Interactions of the Executive Committee with the Parties to the Montreal Protocol

The Executive Committee is mandated by the Parties to the Montreal Protocol to oversee the operation of the Multilateral Fund; in this regard, it reports annually to the MOP on the activities exercised under this

¹⁰ Low-volume-HCFC-consuming countries are those whose calculated level of HCFC consumption is less than 360 metric tonnes annually (decision 60/44(f)).

¹¹ The text of the Agreement between UNEP as the Treasurer and the Executive Committee is available in Annex I.6 of the “Policies, Procedures, Guidelines and Criteria” document.

¹² The text of the agreements between implementing agencies and UNEP as the Treasurer is available in Annexes I.7, I.8, I.9 and I.10 of the “Policies, Procedures, Guidelines and Criteria” document.

¹³ This information is based on document UNEP/OzL.Pro/ExCom/75/83.

mandate by means of a written report presented to the high-level segment of the meeting by the Chair of the Executive Committee.¹⁴

1.5.2. Interactions of the Secretariat with the Executive Committee, Article 5 countries and implementing agencies

Interactions of the Secretariat and the Executive Committee

The Secretariat provides assistance to the Executive Committee in the framework of its specific roles and responsibilities, which is principally in the form of information, analysis and recommendations in pre-session documents, and clarifications and further information provided on request during the meetings. It also responds to direct queries from Executive Committee members on Fund matters, briefs the Chair and Vice-Chair on agenda items for forthcoming meetings, and provides information related to meeting logistics.

Interactions of the Secretariat and Article 5 countries

The Secretariat's responsibilities do not extend to the implementation of the Montreal Protocol, which is contracted out through specific agreements between the Executive Committee and implementing agencies. However, on some occasions, the Secretariat corresponds and/or interacts directly with Article 5 countries. Following each Executive Committee meeting, the Chief Officer communicates the Executive Committee decisions regarding the approval or non-approval of projects, tranche submission delays, project cancellations, or other matters, to relevant Article 5 countries by means of an official letter. Other examples include the annual letter requesting submission of country programme data; and the annual letter on the assessment of the performance of implementing agencies. The Secretariat also has the opportunity to interact with national ozone officers (NOOs) at regional network meetings in order to explain decisions of the Executive Committee. Network meetings also provide an occasion for the Secretariat to hold discussions with implementing agencies, and in some cases with individual countries on specific matters.

Interactions of the Secretariat and implementing agencies

Inter-agency coordination meeting

Communications between the Secretariat and implementing agencies are at their most intense during the preparatory phase for an Executive Committee meeting. An inter-agency coordination meeting is scheduled between 10 and 14 weeks before each Executive Committee meeting, primarily to address the Secretariat's initial analysis of business plans, matters related to project proposals, including issues identified from reviewing already submitted projects, progress reports and other matters. Reports of inter-agency coordination meetings are available to Executive Committee members in the password-protected section of the Fund's website.

Submissions by implementing agencies

Submissions received by the Secretariat from implementing agencies include project proposals, progress reports, reports on projects with specific reporting requirements, work programmes, verification reports, financial reports, and business plans.

¹⁴ The report of the Executive Committee to the MOP is prepared by the Secretariat and submitted to the Ozone Secretariat following clearance by the Chair of the Executive Committee.

Project review process

An overview of the project review process is set out in Table 1. The interactions at each step of the process take place mainly via exchanges of correspondence (email). Discussions through telephone are also likely, the outcome of which are subsequently confirmed through correspondence. The final outcome of interactions between the Secretariat and implementing agencies is reflected in the relevant pre-session documents for each meeting.

Table 1.2: Project review process

Process step	Note
1. Submission of project proposal to the Secretariat by the appropriate deadline	Project proposals are submitted according to a timetable set out in decision 81/30.
2. Review by the Secretariat	The Secretariat checks that submissions from the agencies have all the relevant documentation as required by the Executive Committee, including the government's endorsement letter. ¹⁵ Proposals are reviewed based on the policies, procedures, guidelines and criteria governing the determination of incremental costs and other relevant decisions.
3. Secretariat's comments sent to implementing agency/Follow-up questions	The Secretariat provides its initial comments and requests a response within five working days. Responses to any follow-up questions are expected in a shorter time-frame, which usually depends on the extent of questions.
4. Agency's consideration of comments, appropriate consultation with Article 5 country and dispatch of response to the Secretariat	Agencies must obtain the endorsement of the country before providing a response to the Secretariat on matters that involve change to projects.
5. Review of agency's response by the Secretariat	The Secretariat reviews the responses to ascertain if they fully address the comments or raise additional issues. If all issues are addressed and no further policy issues are raised, no further comments are provided.
6. Conclusion	Steps 3, 4 and 5 may be an iterative process that must be completed in the limited timeframe for project review. No project proposals are submitted to the Executive Committee until agreement is reached between the implementing agency and the Secretariat on the cost of items of capital equipment and the operating costs required to implement the project. Where no agreement is achieved, the underlying basis of the disagreement is presented to the Executive Committee for consideration prior to consideration of the project (decision 20/15). Projects for which agreement cannot be reached on major technical eligibility issues two weeks prior to the meeting are deferred (decision 25/15). If cost-related issues associated with projects are not resolved one week before a meeting of the Executive Committee, the projects concerned will not be considered by the Executive Committee at that meeting.
7. Pre-session documentation drafted taking into account the agency's comments	The Secretariat does not include in meeting documentation, proposals for projects and activities that, by the submission deadline for each meeting, did not contain the information or components necessary for the submission to be considered as potentially approvable. A list of such proposals received but not included in meeting documentation, together with the reasons for non-inclusion, is provided to the Executive Committee in the document "Overview of issues identified during project review" (decision 50/14 (a) and (b)).

¹⁵ The Secretariat receives endorsement letters for each project proposal submitted or, in the case of institutional strengthening projects, a signed renewal form. For business plans, agencies are expected to have letters for all entries and are requested to provide such letters upon request by the Secretariat.

1.5.3. Interactions of implementing agencies and Article 5 countries and other implementing agencies¹⁶

Interactions of implementing agencies and Article 5 countries

The bilateral and implementing agencies work directly with Article 5 countries under the overall guidance of the Executive Committee.

In terms of the project cycle, consultations with Article 5 countries take place from the time of business planning, through the project preparation phase, during the review of submissions by the Secretariat, and, if necessary, at the time of consideration of the project proposal during the Executive Committee meeting.¹⁷ Once a project is approved, agencies have ongoing interactions with the Article 5 country, including in-country implementation support missions.

Assessment of implementing agencies by Article 5 countries

Article 5 countries have an opportunity each year to raise any concerns with the Executive Committee regarding the organization and cooperation aspects of their interactions with implementing agencies through the qualitative assessment of the performance of implementing agencies carried out as part of the evaluation of the previous year's business plan. NOOs are requested to provide a confidential assessment report for each implementing agency working in their country, specifying a rating for three main qualitative performance indicators: organization and cooperation; technical assistance/training; and impact.¹⁸ The Secretariat compiles the results of the individual reports and presents information to the Executive Committee, while maintaining the confidentiality of information. In cases where a national ozone unit (NOU) gives an agency a less than satisfactory or unsatisfactory rating against one of the performance indicators, the Executive Committee requests the agency(ies) concerned to undertake open and constructive discussions with the NOU to resolve any problems and to report back to the Executive Committee on the outcome.

Interactions of the lead and cooperating implementing agencies

MYAs such as HPMPs are implemented by two or more implementing agencies in the majority of Article 5 countries with an approved HPMP. In accordance with decision 38/65,¹⁹ the standard HPMP agreement includes a statement that the lead agency is responsible for ensuring co-ordinated planning, implementation and reporting of all activities, including the coordination with cooperating agencies, to ensure appropriate timing and sequence of activities throughout HPMP implementation. The lead implementing and the cooperating agency(ies) are required to have reached consensus on the arrangements regarding inter-agency planning, reporting and responsibilities under the HPMP agreement to facilitate a co-ordinated implementation of the plan, including regular co-ordination meetings. However, each agency must report separately on its components of all projects/tranches approved for that agency in its annual

¹⁶ Detailed information on agencies' procedures in the context of the operation of the Executive Committee, their interactions with the Secretariat and Article 5 countries during the project cycle, and coordination with other implementing agencies, is contained in Annex I to document UNEP/OzL.Pro/ExCom/75/83.

¹⁷ Document UNEP/OzL.Pro/ExCom/68/47 outlined the procedures currently in force for the proposal of activities in the bilateral and implementing agencies' business plans and the submission of project proposals on behalf of governments of Article 5 countries, indicating all relevant decisions.

¹⁸ The assessment includes several questions pertaining to each of the three indicators in order to enable the determination an overall assessment for each main indicator. NOOs provide a rating of 1 to 4 for the indicators with the best being 4 (highly satisfactory), 3 (satisfactory), 2 (less satisfactory), and 1 (unsatisfactory) and/or a narrative response to the question.

¹⁹ Guidelines for the preparation, implementation and management of performance-based sector and national ODS phase-out plans.

progress reports, i.e., a cooperating agency's financial data and specific responsibilities for its components cannot be reported by the lead agency.

Bilateral and implementing agencies routinely correspond and cooperate to coordinate HPMP activities as per the established procedures. In addition, lead and cooperating implementing agencies may undertake joint missions to Article 5 countries, and participate in national HPMP coordination meetings or national stakeholders' consultation meetings organized by Article 5 countries. All implementing agencies indicated the importance of regional network meetings as a platform to coordinate their Fund activities. Other meetings that are attended by all agencies such as the Open-ended Working Group Meeting (OEWG), MOP, and inter-agency coordination meetings are also opportunities for agencies to coordinate and resolve possible overlaps in activities, for example.

1.5.4. Interactions with regard to monitoring and evaluation

The Senior Monitoring and Evaluation Officer (SMEO) interacts directly with Article 5 countries during evaluation missions. Bilateral and implementing agencies provide support by informing governments/NOOs of the planned evaluation, assisting in developing the programme for field missions, and providing comments on draft desk studies and evaluations. On some occasions, staff of implementing agencies may take part in evaluation missions.

2. HOW THE MULTILATERAL FUND OPERATES

2.1. Financial planning

2.1.1. *Replenishment of the Multilateral Fund*²⁰

The Multilateral Fund has been replenished every three years since 1994 by the Parties to the Montreal Protocol. As mandated by the Parties and to facilitate discussions on the replenishment, the Technology and Economic Assessment Panel (TEAP) prepares a study analysing relevant aspects and calculates an appropriate replenishment level to finance the Fund's work over the next triennium. After reviewing the TEAP-calculated funding needs, the OEWG Meeting normally asks for additional information and forwards a recommendation on the replenishment to the Parties. A final decision on the replenishment budget is taken at the MOP in the final year of the preceding triennium. For the 2018-2020 triennium, the Parties established a replenishment budget of US \$540 million "on the understanding that US \$34 million of that budget will be provided from anticipated contributions due to the Multilateral Fund and other sources for the 2015-2017 triennium, and that US \$6 million will be provided from interest accruing to the Fund during the 2018-2020 triennium" (decision XXIX/1)". Due to the on-going coronavirus pandemic, the Parties decided to adopt an updated interim budget for the Multilateral Fund for the triennium 2021-2023 of \$400 million until such time as the parties adopt a final decision on replenishment, including a revised budget for the triennium 2021-2023, "on the understanding that the updated interim budget will be provided from contributions due to the Multilateral Fund and other sources for the triennium 2018-2020, and from contributions already made by parties in 2021." (decision XXXIII/1)

For the last seven replenishments (2000-2002, 2003-2005, 2006-2008, 2009-2011, 2012-2014, 2015-2017 and 2018-2020), a fixed-exchange-rate mechanism (FERM) was agreed upon at the same MOP that considered the replenishment. The FERM for the 2018-2020 period is based on the average United Nations exchange rate for the six-month period commencing 1 January 2017 (decision XXIX/2). The impact of the FERM on the value of resources available to the Fund is monitored by the Treasurer as part of the report on the Status of contributions and disbursements to each meeting of the Executive Committee.

As stated in the terms of reference of the Multilateral Fund, and in accordance with paragraph 6 of Article 10 of the Montreal Protocol, contributions to the Multilateral Fund are made by non-Article 5 Parties, based on a scale of contributions decided by the Parties at their annual meeting. For convenience, the annual amount of contributions for each Party is based on the United Nations scale of assessment adjusted to provide that no one contribution shall exceed 22 per cent of the total. These contributions may be made either in cash, through the use of promissory notes, or bilateral contributions. The Executive Committee has requested Parties using promissory notes to do their utmost to meet the Treasurer's request for their accelerated encashment in order to mitigate cash flow problems.

2.1.2. *Resource allocation*

²⁰ The status of additional voluntary contributions pledged by a group of donor countries in 2016, intended to provide fast-start support for the implementation of the HFC phase-down pursuant to decision 79/42(c), was reported separately from regular contributions to the Multilateral Fund pledged through the replenishment process. In 2019, the Executive Committee decided to amalgamate the balances from the additional contributions for fast-start support for HFC phase-down with the regular contributions to the Fund and that, as of the 85th meeting, the status of the additional contributions to the Fund would no longer be reported to the Executive Committee separately from the regular contributions to the Fund (decision 84/3).

The Executive Committee carries out a financial planning exercise each time the Parties adopt a triennial budget²¹. The result of this is an allocation for each year of the triennium, taking account of the total budget available, annual scale of contributions, business planning and the status of compliance.

A part of the total budget will have already been committed by the Executive Committee. That includes: funds for MYAs or those earmarked for standard costs incurred by the Fund (institutional strengthening, the budget of the Fund Secretariat and Executive Committee meetings, the Treasurer fees, implementing agencies' core unit administrative costs of UNDP, UNIDO and the World Bank, and UNEP's Compliance Assistance Programme (CAP)).

2.1.3. Business planning

In 2002, the Executive Committee adopted the three-year rolling phase-out plan (decision 38/66) as the basis of business planning in the Multilateral Fund. This approach is based on the approval for the phase-out of certain amounts of controlled substances in Article 5 countries during the triennium to enable them to comply with the Montreal Protocol. HCFC phase-out compliance requirements for all Article 5 countries are presented in the document **Country programme data and prospects for compliance**²² that serves as a guide for preparation of the Multilateral Fund's business plan (decision 67/6(c)).

Each year, the bilateral and implementing agencies submit their **Business plans** to the Secretariat, which compiles the information provided by the agencies into the **Consolidated business plan of the Multilateral Fund**. This document also addresses any policy issues raised in the business plans.

The implementing agencies' business plans are submitted to the Executive Committee along with the comments and recommendations by the Secretariat. They contain all the projected activities for a given year together with performance indicators that provide the basis for the evaluation of the agencies' performance. The annual business plans are presented to the Executive Committee as multi-year business plans since three years of activities are included. However, there is less certainty with regard to projects and activities for the second and third years that are not part of ongoing MYAs.

The Secretariat monitors the implementation of business plans to inform the Executive Committee of the extent to which the planned activities were achieved.

Further information is available in Chapter I (Financial mechanism) of the "Policies, Procedures, Guidelines and Criteria" document.

2.2. Country programme implementation data reporting

Article 5 countries must submit their annual country programme data to the Secretariat in order to receive assistance from the Multilateral Fund. The Secretariat uses these data when analysing the status of compliance of Article 5 countries.

At its 81st meeting, the Executive Committee requested the Secretariat to prepare a draft of a revised country programme data report format, incorporating Annex F substances (HFCs), taking into account the revised forms for reporting data under Article 7 of the Montreal Protocol approved at the Thirtieth MOP. At the 84th meeting, the Executive Committee approved the updated revised format of country programme data reports, and the new Practical manual for country programme data reporting. The revised format will be used starting in 2020 for 2019 country programme data reporting, for a trial period from 2020 to 2022.

²¹ Financial planning for the triennium is presented in the document on the update on the implementation of the business plans.

²² Prior to the 74th meeting, the document was entitled "Status reports and compliance".

Section B1 for data reporting on manufacturing of blends containing Annex F substance will be revised at the 85th meeting²³. The Secretariat will prepare a report on the outcome of the use of the revised format for country programme data reports during the trial period for the first meeting of 2023 (decision 84/7).

Further information is available in Chapter VIII (Country programme) of the “Policies, Procedures, Guidelines and Criteria” document.

²³ Due to the ongoing COVID-19 pandemic and in accordance with the agreed procedures for conducting the meetings of the Executive Committee, consideration of this item was deferred to the 90th meeting.

2.2.1. *Other data collected by Article 5 countries*

At the 74th and 75th meetings, the Executive Committee approved funding for Article 5 countries to conduct inventories or surveys of alternatives to ODS as part of follow-up to decision XXVI/9 (paragraph 4) of the MOP. The scope of the surveys was to obtain information on ODS alternatives in Article 5 countries, including data (where available) and estimates of ODS alternatives currently in use by sector and sub-sector, and forecasts of ODS alternatives most commonly used. The Executive Committee requested bilateral and implementing agencies to use the findings and the lessons from the results of the surveys of ODS alternatives while undertaking HFC phase-down enabling activities,²⁴ with particular attention to strengthening data collection and reporting of HFCs and HFC blends (decision 80/75).

2.3. **Project review and approval**

2.3.1. *Projects and activities financed by the Multilateral Fund*

In the 1990s, the Executive Committee divided projects into investment and non-investment projects. Financial assistance by the Fund covers the incremental costs of investment projects and also the costs of other activities, such as country programme preparation, institutional strengthening projects, project preparation, technical assistance or training, as well as the activities carried out under UNEP's CAP.

All projects submitted to the Fund must receive the requesting Party's approval before consideration by the Executive Committee.²⁵ Countries that are not in compliance with the Montreal Protocol cannot receive funding from the Multilateral Fund until the underlying issues of non-compliance have been dealt with by the Implementation Committee.

The Secretariat ensures that projects submitted to the Multilateral Fund follow policies, procedures, guidelines and criteria elaborated in the decisions made by the Executive Committee at its meetings.

Further information is available in Chapter IX (Project proposals) of the "Policies, Procedures, Guidelines and Criteria" document.

2.3.2. *Strategic planning of projects and activities*

Since the 2000s, the Multilateral Fund has put less emphasis on the funding of stand-alone investment projects and moved towards national ODS phase-out plans targeting the total remaining consumption of (a) specific controlled substance(s) in a country. The strategic planning framework adopted in 2001 has the goal of providing support to enable each Article 5 country to comply with the Montreal Protocol while fostering a "country-driven" approach towards compliance. Funding is based on a commitment by the country to achieve sustainable, permanent reductions in consumption and production of controlled substances. This approach emphasizes "(i) greater government responsibility for managing national phase-out programmes, and (ii) the demonstrated relevance of projects defined as a direct, and, if applicable,

²⁴ Decision 79/46 provides Article 5 countries with the flexibility to undertake a range of enabling activities consisting of, but not limited to, activities to facilitate and support the early ratification of the Kigali Amendment; initial activities identified in paragraph 20 of decision XXVIII/2, including country-specific activities aimed at initiating supporting institutional arrangements, the review of licensing systems, data reporting on HFC consumption and production, and demonstration of non-investment activities, and excluding institutional strengthening, as addressed in decision 78/4(b); and national strategies.

²⁵ A review of the procedures currently in force for the submission of project proposals from bilateral and implementing agencies on behalf of governments of Article 5 countries is available in document UNEP/OzL.Pro/ExCom/68/47.

quantifiable linkage between the funded activities and meeting the specific Montreal Protocol control measures” (decision 35/56).²⁶

An important element of the strategic planning process introduced in 2001 was a definition of a starting point for determining the sustained reduction of each Article 5 country, namely, the remaining CFC consumption eligible for funding (decision 35/57). An Article 5 country could choose to base its remaining CFC consumption eligible for funding on the Montreal Protocol baseline data (option 1) or the latest reported CFC consumption data (option 2). The Executive Committee also adopted a provision for attributing phase-out to non-investment activities (decision 35/57). Non-investment activities were given a cost-effectiveness value of US \$12.10/kg. This value does not apply to LVC countries (decision 36/7).

National ODS phase-out plans mapped out a detailed plan of action to eliminate the entire remaining consumption of the most common ODS in a country (excluding HCFCs). Each plan was governed by a MYA between the Executive Committee and the government concerned, which specified *inter alia*: the annual reduction target to be achieved; the total funding level from the Multilateral Fund agreed in principle; and a schedule for the disbursement of funds.

Multi-year national phase-out plans, CFC phase-out plans and terminal phase-out management plans

These plans, often called national phase-out plans (NPPs) or national CFC phase-out plans (NCPPs), were a combination of investment and non-investment projects. Under these agreements, the responsible implementing agencies were required to submit a verification report on the achievement of the ODS reduction targets specified in the agreements as a prerequisite for the release of the next tranche of funds. The first guidelines for the MYAs were adopted at the 38th meeting (decision 38/65). The concept of terminal phase-out management plans (TPMPs) was introduced through decision 45/54 to enable the total phase-out of CFCs or other ODS as applicable in LVC countries²⁷ where the consumption was almost entirely in the refrigeration-servicing sector.

If the country did not comply with the agreement or with the Montreal Protocol ODS reduction compliance targets, it was not entitled to receive funding in accordance with the schedule contained in the agreement. In the case of an LVC country that, due to a delay in the introduction of its ODS licensing system, had levels of CFC consumption above the allowed levels under the agreement, the Executive Committee applied the penalty in the agreement calculated as 10 per cent of the amount of the tranche being submitted for approval, taking into account whether it was the first time that the country had been in non-compliance and whether the country had returned to compliance without additional assistance from the Fund (decision 54/34). In the case of a non-LVC country that was not in compliance with the CFC consumption targets indicated in its agreement, the Executive Committee calculated a penalty on an individual basis and set out a number of conditions in respect of the CFC consumption sector agreement (decision 54/35).

Almost all the remaining funding tranches of NPPs or TPMPs in Article 5 countries were submitted to the 61st meeting on the understanding that the governments concerned would consider implementing activities to sustain zero consumption of CFCs and other activities to facilitate the phase-out of HCFCs. The resources planned for outstanding funding tranches not submitted to the 61st meeting were used for activities in the HPMPs of the concerned countries.

²⁶ Information on the adjusted funding policies of the Multilateral Fund is available in document UNEP/OzL.Pro/ExCom/34/53.

²⁷ The Executive Committee decided, at its 17th meeting, to take an annual consumption level of 360 tonnes as the cut-off point below which a country would be considered to be a low-ODS-consuming country for the purposes of determining the eligibility of projects for funding from the allocation reserved for such countries in accordance with the decision adopted at the 16th meeting of Executive Committee (UNEP/OzL.Pro/ExCom/16/20 para. 32 (g) (iii)).

Further information is available in the “Phase-out plans and projects” document.

HCFC phase-out management plans

Within seven months of the decision XIX/6 of the Parties to accelerate the phase-out of HCFCs (September 2007), the Executive Committee approved guidelines for the preparation of HPMPs (decision 54/39). The HPMP guidelines set out a staged approach to the phase-out of a country's HCFCs within the framework of an overarching strategy. The first stage, stage I, of a country's HPMP addresses meeting the baseline freeze on HCFCs in 2013 and the 10 per cent reduction in 2015. Projects that accelerate the phase-out of HCFC consumption for LVC countries that had a strong national level of commitment in place to support accelerated phase-out were considered on a case-by-case basis (decision 60/15). A structure for determining funding levels for preparation of HCFC investment and associated activities was agreed at the 56th meeting (decision 56/16), and detailed guidelines setting out the criteria for funding available for Article 5 countries to phase out HCFC consumption were approved in 2010 (decision 60/44). Guidelines for funding the preparation of stage II of HPMPs were agreed at the 71st meeting (decision 71/42) and subsequently the criteria for funding HCFC phase-out in the consumption sector for stage II of HPMPs were agreed in 2015 (decision 74/50). The stage II criteria for funding are structured in line with the guidelines for stage I of HPMPs, and take into account the cut-off date for eligibility and second-stage conversions, transitioning to low-GWP alternatives to achieve climate benefits, the needs of small and medium-sized enterprises, and the concerns of LVC and very-LVC countries.

During stage I preparation, it was critical for countries to modify their ODS legislation, regulations and licensing systems to include HCFCs and thus the cost-structure for funding stage I HPMP preparation took into account assistance for policy and legislation. No funding was approved for stage I of HPMP implementation in those Article 5 countries that had not included HCFC control measures in legislation, regulations and licensing systems. The submission requirements for HPMPs are similar to those that applied to refrigerant management plans (RMPs), TPMPs, and NPPs with respect to agreements and review periods.

Each stage of HPMP is governed by an MYA. The agreement for stage I scheduled the submission of final tranches so that HCFC consumption would be reported under Article 7 of the Montreal Protocol for 2013 before approval of the last tranche of the HPMP agreement. A revised template to be used as a reference for the drafting of an agreement between a country and the Executive Committee regarding HPMPs (stage I)²⁸ was approved at the 61st meeting (decision 61/46). At the 63rd meeting, an additional requirement was added to the template for draft agreements to address concerns that some countries, in their submissions, appeared to be indicating that efforts to achieve compliance with the 2013 HCFC consumption freeze would be limited to selected sectors, that requested the governments, for all submissions from the 68th meeting onwards, to provide a confirmation that an enforceable national system of licensing and quotas for HCFC imports and, where applicable, production and exports is in place and that the system is capable of ensuring the country's compliance with the Montreal Protocol HCFC phase-out schedule for the duration of the agreement (decision 63/17).

A template for the draft agreement of stage II of HPMPs²⁹ was approved at the 76th meeting and the Executive Committee decided to allow flexibility to modify the agreement between a government and the Executive Committee in cases where a country was proposing total HCFC phase-out (decision 76/52).

Starting in 2013, the Secretariat has provided the Executive Committee, at the first meeting of each year, a list of all countries with a HCFC consumption baseline of 360 metric tonnes and below that had an approved HPMP and indicates a sample of 20 per cent of countries from the list to enable the approval of such a sample for the purposes of verification of that country's compliance with the HPMP agreement. Bilateral

²⁸ Annex XVI of document UNEP/OzL.Pro/ExCom/61/58.

²⁹ Annex XIX of document UNEP/OzL.Pro/ExCom/76/66.

and implementing agencies, when submitting as part of a tranche request, reports on the verification of compliance of LVCs with HPMP agreements, need to ensure that the verification reports covered all the years since the approval of the previous tranche, including the year of the approval of that tranche (decision 82/51). HPMPs for LVC countries other than those in the sample do not require verification. Non-LVC countries must provide a verification report of national consumption targets for the year immediately preceding the year in which a tranche is submitted. The costs of verification are included in the agencies' work programme amendments (decision 61/46(c)). If the verification reports are not ready in time for the first meeting of the year, the transfer of any approved funds for tranches to the bilateral and implementing agencies would occur only after receipt by the Secretariat of the verification report confirming that, in the year immediately preceding the tranche request, the country had been in compliance with the Montreal Protocol and the agreement between its government and the Executive Committee (decision 72/19).

HCFC demonstration projects

In the framework of the cost considerations surrounding the financing of HCFC phase-out, the Executive Committee decided at its 55th meeting to consider project proposals for HCFC uses in the foam sector, including system houses and/or chemical suppliers for the development, optimization and validation of chemical systems for use with non-HCFC blowing agents, and in the refrigeration and air-conditioning sub-sectors, so that the Executive Committee could choose those projects that best demonstrated alternative technologies and facilitated the collection of accurate data on incremental capital cost and operating costs or savings, as well as other data relevant to the application of the technologies (decision 55/43). Pursuant to that decision, the Executive Committee approved 14 demonstration projects for the afore-mentioned sectors.³⁰ Subsequently, at the 72nd meeting, pursuant to decision XXV/5 of the MOP, the Executive Committee agreed to consider proposals for additional demonstration projects for low-GWP alternatives to HCFCs at the 75th and 76th meetings, according to criteria set out in decision 72/40.³¹

Further information is available in Section "Hydrochlorofluorocarbons" in Chapter IX (Project proposals) of the "Policies, Procedures, Guidelines and Criteria" document, in the "HCFC phase-out management plans and HCFC production phase-out management plans (HPMPs and HPPMPs)" document, in Annex XIX (Indicative outline and contents of the HCFC phase-out management plans) of document UNEP/OzL.Pro/ExCom/54/59, in document UNEP/OzL.Pro/ExCom/57/61 (Policy issues related to the HCFC production sector), in Section 4.5 of Appendix 4 (Guides produced by the Secretariat) and in Section 4.6 of Appendix 4 (Executive Committee decisions and documents on HCFC phase-out policy matters).

HFC phase-down

Decision XXVIII/1 and the accompanying decision XXVIII/2 of the Parties adopted the text of the Kigali Amendment to the Montreal Protocol and set out the main milestones and associated expected actions with regard to the Amendment, including *inter alia* a freeze in HFCs consumption levels in 2024 for Group 1 countries, and in 2028 for Group 2 countries.

In MOP decisions XXVIII/2 and XXX/4, the Parties requested the Executive Committee to develop the draft guidelines for financing the phase-down of HFC consumption and production and to present them to the MOP for the Parties' views and input before their finalization by the Executive Committee.

³⁰ The reports of approved HCFC demonstration projects are available on the Fund's website <http://www.multilateralfund.org/Our%20Work/DemonProject/default.aspx>.

³¹ Decision 72/40 also invited proposals for feasibility studies, including business cases for district cooling, no later than the 75th meeting, to assess possible projects, their climate impact, economic feasibility and options for financing such undertakings. Three feasibility studies for district cooling and two projects to demonstrate low-GWP technologies were approved at the 75th meeting, and further 15 projects to demonstrate low-GWP technologies were approved at the 76th meeting.

Since its 77th meeting, the Executive Committee has been discussing matters related to the phase-down of HFCs in Article 5 countries, including the development of cost guidelines. As of the 82nd meeting, the Executive Committee has adopted a draft template, which included the text agreed by the Committee for some of the elements of decision XXVIII/2. Additional elements to the cost guidelines could be added to the draft template, as required, in line with decisions 80/76(b) and 81/67(f). At its 83rd meeting, the Executive Committee re-considered the draft template and decided to continue to use the draft template for the cost guidelines for the phase-down of HFCs and the list of outstanding elements for further discussion, noting that additional elements could be added as required (decision 83/65). Additional documents relating to the cost guidelines were developed to further facilitate discussion including documents UNEP/OzL.Pro/ExCom/86/86, UNEP/OzL.Pro/ExCom/87/49, and UNEP/OzL.Pro/ExCom/88/70.

Over the last years, the Executive Committee approved a number of HFC-related projects and activities from both the regular contributions and additional voluntary contributions of a group of non-Article 5 countries for fast-start implementation of HFC phase-down, including enabling activities, project preparations and stand-alone investment projects. At its 84th meeting, the Executive Committee decided to consider proposals for HFC-related stand-alone investment projects up to the 87th meeting, prioritizing projects in the stationary air-conditioning, commercial refrigeration and mobile air-conditioning sectors (decision 84/53).

With regard to preparatory funding for HFC phase-down plans and demonstration pilot projects, the Executive Committee, at its 84th meeting, request the Secretariat to prepare, for the 85th meeting, draft guidelines for the preparation of HFC phase-down plans for Article 5 countries that would include an overarching strategy and a stage I to meet the freeze in consumption and the 10 per cent reduction and a document discussing potential strategies, policy measures and commitments, as well as projects and activities that could be integrated within stage I of HFC phase-down plans for Article 5 countries to ensure limits on growth and reductions in HFC consumption that were sustained over time, taking into account the parallel or integrated implementation of HCFC phase-out and HFC phase-down activities, where appropriate (decision 84/54). At the 87th meeting, decision 87/50 agreed on the draft guidelines for the preparation of the Kigali HFC implementation plans (KIPs), as well as initial levels of funding for the preparation of these plans.

Discussion was also held on the topic of energy efficiency from the 85th meeting forward, including discussion on the framework for consultations with relevant funds and financial institutions to explore the mobilization of additional financial resources for maintaining or enhancing energy efficiency when replacing HFCs with low-global-warming-potential refrigerants in the refrigeration and air-conditioning sector (decision 86/94), as contained in document UNEP/OzL.Pro/ExCom/87/51, as well as ways to operationalize paragraph 16 of decision XXVIII/2 and paragraph 2 of decision XXX/5 of the Parties (decision 84/88).

Further information is available in Section “Hydrofluorocarbons” in Chapter IX (Project proposals) of the “Policies, Procedures, Guidelines and Criteria” document, in Section 4.5 of Appendix 4 (Guides produced by the Secretariat) and in Section 4.6 of Appendix 4 (Executive Committee decisions and documents on HFC phase-down policy matters).

Institutional strengthening

Institutional strengthening is an important part of the Fund’s activities, since it is necessary to ensure that human and institutional infrastructure is in place to facilitate implementation of projects and activities. The Executive Committee considers it important to have sufficient funding in all Article 5 countries for a full time NOO, who is a key player in helping his/her country meet its Montreal Protocol obligations.

Article 5 countries have the flexibility to submit requests for institutional strengthening funding either as part of their HPMPs or separately (decision 59/17). At the 74th meeting, the Executive Committee decided that approvals of renewals of institutional strengthening would be at a level that is 28 per cent higher than the historically agreed level, with a minimum level of institutional strengthening funding of US \$42,500 per year (decision 74/51)³². No more than two institutional strengthening projects may be ongoing at the same time (decision 77/8).

Further information is available in Chapter X (Institutional strengthening) of the “Policies, Procedures, Guidelines and Criteria” document, in Annex I (Summary of the development of rules and policies for the funding of institutional strengthening projects as at November 2014) of document UNEP/OzL.Pro/ExCom/74/51 and in Section 4.5 of Appendix 4 (Guides produced by the Secretariat).

2.3.3. Project review process

Implementing agencies submit funding proposals for projects and activities to the Secretariat according to a strict timetable.³³ The Secretariat checks that submissions from agencies have all the relevant documentation and that country programme data are up to date.

Web-based overview tables of MYAs were developed by the Secretariat to facilitate the review of requests for tranches of multi-year projects. Each overview included the latest Article 7 and country programme ODS consumption and production data (in ozone-depleting potential (ODP) values), the amounts phased out by the project, project costs, the tranche submission schedule, information on national policies and on the results of completed activities as well as the annual implementation plan. The overview tables were available through the password-protected section of the Fund’s website. The system was also used to generate the project cover sheet in project proposal documents. The original system was adapted to monitor and track stage I of HPMPs (decision 59/7) and was further streamlined as the inventory of enterprises database to record data for all the HCFC-based enterprises approved for conversion to alternative technologies, in stand-alone projects or as contained in HPMPs. It comprises *inter alia* data on the sector and application, the amounts of HCFC to be phased out and alternative chemicals to be phased in, and associated costs.

Proposals for projects and activities are reviewed by the Secretariat based on the policies, procedures, guidelines and criteria governing the determination of incremental costs that have evolved through successive decisions made by the Executive Committee at its meetings. The Secretariat reviews the proposals with the aim of reaching an agreement with the implementing agencies about technical and

³² Institutional strengthening and funding levels will be reviewed at the first meeting of 2022 (decision 74/51(d)). Due to issues relating to the COVID-19 pandemic, discussion of this issue was deferred from the first meeting of 2020.

³³ New stages of MYAs are to be submitted to the Secretariat, in full, at least 16 weeks in advance of the Executive Committee meeting at which they are to be considered. Stand-alone HFC investment projects are to be submitted, in full, at least 14 weeks in advance of the Executive Committee meeting at which they are to be considered, irrespective of the level of funding requested from the Multilateral Fund. Project proposals in which the total cost of the project is more than US \$5 million, including agency support costs, irrespective of the level of funding requested from the Multilateral Fund, are to be submitted, in full, at least 12 weeks in advance of the Executive Committee meeting at which they are to be considered. Project proposals in which the total cost of the project is less than US \$5 million, including agency support costs, are to be submitted, in full, at least 10 weeks in advance of the Executive Committee meeting at which they are to be considered. Work programmes and amendments, including institutional strengthening renewal requests, are to be submitted, in full, at least eight weeks in advance of the Executive Committee meeting at which they are to be considered. Reports on projects with implementation delays, projects for which an additional status report was required and projects with outstanding issues are to be submitted, in full, at least eight weeks in advance of the Executive Committee meeting at which they are to be considered. All other projects with specific reporting requirements are to be submitted, in full, at least 10 weeks in advance of the Executive Committee meeting at which they are to be considered. These submission deadlines will be reviewed at the last meeting of the Executive Committee in 2019 (decision 81/30).

incremental cost aspects and also to identify any emerging policy issues to bring to the attention of the Executive Committee. Adjustments can be made to the project proposals during this process; for example, level of costs and sometimes technology choice, and to take account of the policy decisions previously taken by the Committee.

2.3.4. Approval of project proposals by the Executive Committee

Proposals for projects and activities are submitted to the Executive Committee with a recommendation, based on the review by the Secretariat. Proposals for projects and activities may be approved in two ways: as blanket approval; or following individual consideration by the Executive Committee.

Route 1 – Projects in the list for ‘blanket approval’

Projects and activities that meet all the eligibility requirements and for which there are no outstanding policy or other issues may be approved on the basis of the Secretariat’s recommendation for ‘blanket approval’. This list can include project preparations, institutional strengthening, and tranches of MYAs. The list is submitted to a meeting in the **Overview of issues identified during project review** document. It may be approved by the Executive Committee without any further discussion. The documentation for projects and activities in the ‘blanket approval’ list can be found in the **Work programmes** of agencies, the **Bilateral cooperation** document or in a **Project proposal** document for the country concerned.

Route 2 – Projects for individual consideration

The Executive Committee discusses and makes decisions on any projects and activities that raise policy issues but are still potentially approvable. The Executive Committee considers these proposals for projects and activities individually and may approve them with or without conditions. If they are rejected, the implementing agency may submit them again at a future date, or seek alternate projects.

2.3.5. After the project approval

Following approval, the Secretariat instructs the Treasurer to disburse funds to the appropriate implementing agency(ies). In the case of projects implemented by bilateral agencies, the Treasurer credits the amount of the approved funds as bilateral contributions of the relevant non-Article 5 Parties. Following verification that proper project components are in place, the agency disburses funds to involved project entities. On some occasions, the Executive Committee approves funds for tranches of MYAs with a provision that the release of funds is made only subject to fulfilment of conditions. In order to monitor the fulfilment of these conditions, the lead implementing agency coordinates and confirms with the Secretariat that the conditions for release of funds have been met prior to disbursing the funds to the country.

Together with the recipient Article 5 country, each agency is responsible for the implementation and supervision of its own projects. Bilateral and implementing agencies are required to report to the Executive Committee on the progress of their work.

Within six months of project completion, the agencies must submit a project completion report (PCR) to the Secretariat. The unused balances need to be returned to the Fund.

2.4. Monitoring

The Executive Committee has considered monitoring since its 5th meeting in 1991. The Secretariat monitors activities at the project level and the agency level. By 1995, the Secretariat had developed a standard format

for progress and financial reporting that simplified the oversight by the Executive Committee.³⁴ Bilateral and implementing agencies also submit data on projects with implementation delays to each meeting.

2.4.1. Performance of implementing agencies

Each year, the agencies provide an annual progress report on the implementation of approved projects and activities. The information in these reports is used to assess the performance of implementing agency against approved performance indicators.

2.4.2. Monitoring of projects

Monitoring of projects involves periodic reporting to gauge the project's progress or lack of progress. The Secretariat scrutinizes data on the performance of projects reported by agencies in their progress reports. Projects that are experiencing delays and projects with financial balances are monitored more closely and are reported to each Executive Committee meeting.

A project is classified as having a delay if it is to be completed over 12 months late or where disbursement occurred 18 months or more after project approval. Projects with implementation delays are subject to the Executive Committee's procedures for project cancellation as set out in decision 26/2. These procedures are also applied to MYA projects since the adoption of the relevant policy at the 84th meeting (decision 84/45). Institutional strengthening projects are not subject to standard cancellation procedures but are continuously monitored.

The Executive Committee considers a consolidated report on project implementation delays prepared by the Secretariat based on reports from agencies. Since the 74th meeting, this information is included in the document **Status reports and reports on projects with specific reporting requirements**³⁵. This document also addresses projects for which status reports were requested on the basis of a project implementation issue having been identified in the annual review of agencies' progress reports.

Pursuant to decision 53/3(c), tranche submission delays of MYAs are monitored at each Executive Committee meeting. The **Tranche submissions delays** document presents a review of the tranches due, but not submitted to the meeting, an analysis of the reasons for non-submission and the actions taken by the Secretariat on decisions on tranche submission delays made by the Executive Committee at the preceding meeting.

Further information is available in Chapter XI (Monitoring and evaluation) of the "Policies, Procedures, Guidelines and Criteria" document.

2.5. Evaluation

The evaluation process considers completed and on-going projects and provides information on the strengths and limitations of various types of projects and phase-out plans, the major causes of failures to reach targets, lessons learned during implementation and recommendations for actions to improve the performance of the Fund.

³⁴ Agencies are requested to submit their annual progress and financial reports for the previous year to the Secretariat by 1 May if the first meeting is convened on or after 1 July, otherwise 12 weeks prior to the second meeting of the year (decision 77/60(d)(i)a).

³⁵ Prior to the 74th meeting, information on project implementation delays was contained in the "Status of implementation of delayed projects and prospects of Article 5 countries achieving compliance with the next control measures of the Montreal Protocol" document (up to the 66th meeting) or the document "Status reports and compliance" (from the 67th to the 73rd meeting).

The Executive Committee started to address evaluation in 1995 at which time it approved the preparation of evaluation guidelines. Henceforth, all project proposals included milestones for the completion of the various stages of the project. PCRs are collected from bilateral and implementing agencies by the Secretariat using standardized formats for different types of projects. The Secretariat consolidates the information from the agencies' PCRs, including lessons learned reported in tranche implementation reports (decision 48/12), into the **Consolidated project completion report**³⁶, for the Executive Committee's consideration at each meeting. Given the wealth of information in the lessons learned section of PCRs, the Executive Committee asked all those involved in the preparation and implementation of projects to take them into consideration, and to facilitate discussion on lessons learned during regional network meetings (decision 50/8). An online search engine to access the lessons learned from individual and MYA PCRs is available on the Fund's website.³⁷

Evaluation activities are approved on an annual basis by the Executive Committee in the form of the **Monitoring and Evaluation Work Programme**. Evaluations are prepared by independent consultants under the coordination of the SMEO. The lessons and recommendations from evaluation studies are aimed at improving the focus and mode of implementation of projects by providing information on the strengths and limitations of various types of projects and phase-out plans, the major causes of delays and action taken to overcome difficulties (for example, lessons from the evaluation of TPMPs are being taken into account in the preparation of HPMPs).

Further information is available in Chapter XI (Monitoring and evaluation) of the "Policies, Procedures, Guidelines and Criteria" document.

2.6. Gender policy

At its 84th meeting, the Executive Committee affirmed the importance of gender mainstreaming in Multilateral Fund-supported projects and approved the operational policy on gender mainstreaming. It requested bilateral and implementing agencies to apply this operational policy throughout the project cycle, beginning with projects proposed for consideration at the 85th meeting and to provide, when available, gender-relevant information in reports on ongoing projects approved prior to the 85th meeting. It requested the Secretariat to review the implementation of this operational policy and to prepare a report for the 90th meeting.

³⁶ The PCR format for MYA projects (contained in document UNEP/OzL.Pro/ExCom/65/8) was noted at the 65th meeting (decision 65/6). The PCR format for HPMPs was approved by decision 75/5(e) and is available in Annex III of document UNEP/OzL.Pro/ExCom/75/85. The Executive Committee decided that funding requests for the subsequent tranches or for subsequent stages of the HPMP submitted for consideration by the Committee would not be considered if there was an outstanding PCR from the previously completed stage that had not been submitted to the Secretariat at least six weeks in advance of the meeting to which the tranche request was being submitted (decision 81/29).

³⁷ Available at: <http://www.multilateralfund.org/pcrindividual/search.aspx> and <http://www.multilateralfund.org/myapcr/search.aspx>.

3. THE EXECUTIVE COMMITTEE

3.1. Functions of the Executive Committee

The functions of the Executive Committee include: approving the Multilateral Fund's policies and guidelines, such as criteria for project eligibility and monitoring implementation; drawing up the three-year plan and annual budget for the Multilateral Fund; approving specific projects and activities; reporting on the Multilateral Fund's performance to the MOP each year; and overseeing the Multilateral Fund's administration. These functions are discharged primarily through meetings of the Executive Committee.

Further information is available in Appendix 1 (Terms of reference of the Executive Committee).

3.2. Executive Committee meetings

3.2.1. Meeting preparations

The Secretariat coordinates preparations for meetings of the Executive Committee. It prepares the provisional agenda in agreement with the Chair and the Vice-Chair and conveys it to Executive Committee members and observers at least six weeks before the meeting, together with invitations and Information Note.

Further information is available in Appendix 3 (Logistic arrangements for meetings).

3.2.2. Meeting documents

The Secretariat prepares a number of Executive Committee pre-session documents to ensure that members are able to take well-informed decisions. Some in-session documents are prepared by (an) Executive Committee member(s).

Table 3.1: Types of Executive Committee documents

Document	Definition
Pre-session documents	Official meeting documents prepared in advance of the meeting. They are classified in the "GENERAL" category and made available on the Fund's website four weeks before the meeting ³⁸ and (with the exception of information documents) translated into the relevant United Nations official languages ³⁹ according to the membership of Executive Committee.
In-session documents (available in a password-protected section of the Fund's website - user names and passwords are provided by the Secretariat ⁴⁰ - unless they are "Restricted", in which case they are distributed directly to the heads of Executive Committee delegations ⁴¹)	

³⁸ Occasionally, a document may not be ready by the four-week deadline or an addendum to a pre-session document may be issued after that deadline. All documents have to be issued, however, at least two weeks before the meeting, with exception of documents indicating corrections or revisions that can be issued at any time. Executive Committee participants are alerted about the issuance of any such documents. In the event that an Executive Committee meeting was scheduled immediately following a session of the OEWG or MOP, all new documents should be made available to Committee Members 15 days before the start of that Executive Committee meeting (decision 59/35).

³⁹ The United Nations official languages are Arabic, Chinese, English, French, Russian and Spanish.

⁴⁰ Members can request user name and password by sending an email to mlf-secretariat@un.org.

⁴¹ The Executive Committee decided to restrict access to any project documents that a Party requested to be classified as confidential until its consideration of the matter. At the 67th meeting, the Executive Committee decided to apply, with regard to the review of confidential documents, the procedure set out in Part III of the "Guidelines for the financing of projects using technology that is not in the public domain" (Annex XIV to Footnote continues on next page).

Conference room papers (CRPs)	CRPs serve to explain in detail the position of (an) Executive Committee member(s) on a complex issue or to put forward a recommendation. Their origin is clearly identified. Part or all of a CRP can be included in the final report of the meeting. CRPs have official numbers and are issued in English only.
Non-papers	(An) Executive Committee member(s) may draft a non-paper for different reasons: for information purposes; to put forward possible proposals in order to elicit comments from other members; or to generate support. Contrary to CRPs, they have no official numbers. Non-papers are issued in English only.
L.1	L.1 contains the conclusions and decisions of the meeting. It is translated into all official languages required by the Executive Committee before it is adopted. The “L” stands for limited distribution, as it is distributed only to meeting participants for the limited purpose of adopting its content.
Post-session documents	
Report of the meeting	The report of the meeting is a key document as it records all the substance of the discussions and all the decisions of the meeting. Additional texts resulting from the meeting are included in the annexes to the report. It is translated into all official languages required by the Executive Committee.

3.2.3. Rules of procedure

The Chair is responsible for guiding the meeting and is assisted by the Chief Officer of the Secretariat, who acts as Secretary to the meeting (Rule 16 of the Rules of procedure for meetings of the Executive Committee).

If the Chair is temporarily unable to fulfil the obligation of the office, the Vice-Chair shall in the interim assume all the obligations and authorities of the Chair. If the Chair or Vice-Chair is unable to complete the term of office, the Committee members representing the group which selected that officer shall select a replacement to complete the term of office (Rules 13 and 14).

Members have equal voting rights, but so far decisions taken at meetings have always been based on consensus. In the case that consensus cannot be reached, decisions would have to be taken by a two-thirds majority of the Parties present and voting, representing a majority of the Parties operating under paragraph 1 of Article 5 and a majority of the Parties not so operating present and voting (Rule 17).

A representative constituency system introduced by the Executive Committee allows each of its 14 members to co-opt additional countries from the same region. This has significantly broadened the participation of stakeholders in the decision-making process, and enhanced their sense of ownership of the process. All comments from a delegation, both oral and written, should be covered by unified submissions delivered directly and solely in the name of the Executive Committee member (decision 35/62).

Further information is available in Appendix 2 (Rules of procedure for meetings of the Executive Committee).

3.2.4. Standard agenda items

The Executive Committee’s programme of work is indicated by the meeting agenda. A number of standard agenda items are addressed that concern the different actions that have to take place at different points in the annual cycle. In addition, the agendas of both meetings include a number of other items.

document UNEP/OzL.Pro/ExCom/38/70/Rev.1), as approved in decision 38/63, and other decisions taken by the Executive Committee related to the handling of confidential documents and information. The Secretariat maintains a list of confidential documents issued from the 53rd meeting onwards that is available in the password-protected section of the Fund’s website (decision 67/34).

Table 3.2: Standard agenda items and associated documents for the first meeting of the year

Agenda items and sub-items	Document associated with item/sub-item
1. Opening of the meeting	
2. Organizational matters	
(a) Adoption of the agenda	Provisional agenda
(b) Organization of work	Provisional agenda and annotations
3. Secretariat activities	Secretariat activities
4. Financial matters	
(a) Status of contributions and disbursements	Status of contributions and disbursements
(b) Report on balances and availability of resources	Report on balances and availability of resources
(c) Status of additional contributions to the Multilateral Fund and availability of resources (if applicable)	Status of additional contributions to the Multilateral Fund and availability of resources (if applicable)
5. Country programme data and prospects for compliance	Country programme data and prospects for compliance
6. Evaluation	
(a) Evaluation of the performance of implementing agencies against their [preceding year] business plans ⁴²	Evaluation of the performance of implementing agencies against their [preceding year] business plans
(b) Desk studies and evaluation activities	Specific reports on evaluation activities
7. Programme implementation	
(a) Progress reports as at 31 December [the preceding year] (includes status reports) ⁴³ :	<ul style="list-style-type: none"> • Consolidated progress report • Progress report of bilateral cooperation as at 31 December [preceding year] • Progress report of UNDP as at 31 December [preceding year] • Progress report of UNEP as at 31 December [preceding year] • Progress report of UNIDO as at 31 December [preceding year] • Progress report of the World Bank as at 31 December [preceding year]
(b) [Status reports and] Reports on projects with specific reporting requirements	[Status reports and] Reports on projects with specific reporting requirements
(c) Consolidated project completion report	[year] Consolidated project completion report
8. Business planning:	
(a) Update on the implementation of the [current triennium] consolidated business plan	Update on the implementation of the [current triennium] consolidated business plan
(b) Tranche submission delays	Tranche submission delays
9. Project proposals	
(a) Overview of issues identified during project review	Overview of issues identified during project review
(b) Bilateral cooperation	Bilateral cooperation
(c) Work programmes for [year]	<ul style="list-style-type: none"> • Work programme for [year] of UNDP • Work programme for [year] of UNEP

⁴² The sub-agenda item on the evaluation of the performance of implementing agencies would be considered at the first meeting of the year if that meeting is convened on or after 1 July, and at the second meeting of the year if it were convened earlier (decision 77/60(d)(ii)).

⁴³ The consolidated progress report and the relevant progress reports of the bilateral and implementing agencies would be considered at the first meeting of the year if that meeting were convened on or after 1 July, and at the second meeting of the year if it were convened earlier (decision 77/60(d)(i)b).

Agenda items and sub-items	Document associated with item/sub-item
	<ul style="list-style-type: none"> • Work programme for [year] of UNIDO • Work programme for [year] of the World Bank
(d) Investment projects	Project proposal(s): [country]
10. Policy matters	Documents as necessary
11. Report of the Executive Committee to the Meeting of the Parties ⁴⁴	Draft report of the Executive Committee to the Meeting of the Parties
12. Production Sector	Report of the Sub-group on the Production Sector
13. Other matters	
14. Adoption of the report of the meeting	L.1 - Draft report of the [number] meeting of the Executive Committee

Table 3.3: Standard agenda items and associated documents for the last meeting of the year

Agenda items and sub-items	Document associated with item/sub-item
1. Opening of the meeting	
2. Organizational matters	
(a) Adoption of the agenda	Provisional agenda
(b) Organization of work	Provisional agenda and annotations
3. Secretariat activities	Secretariat activities
4. Financial matters	
(a) Status of contributions and disbursements	Status of contributions and disbursements
(b) Report on balances and availability of resources	Report on balances and availability of resources
(c) Status of additional contributions to the Multilateral Fund and availability of resources (if applicable)	Status of additional contributions to the Multilateral Fund and availability of resources (if applicable)
(d) Accounts of the Multilateral Fund	
(i) Final [preceding year] accounts;	Final [preceding year] accounts
(ii) Reconciliation of the [preceding year] accounts.	Reconciliation of the [preceding year] accounts.
(e) Approved [following year and the year after that] budgets and proposed [two years after the following year] budget of the Fund Secretariat	(Approved [following year and the year after that] budgets and proposed [two years after the following year] budget of the Fund Secretariat
5. Country programme data and prospects for compliance	Country programme data and prospects for compliance
6. Evaluation	
(a) Evaluation of the performance of implementing agencies against their [preceding year] business plans ⁴⁵	Evaluation of the performance of implementing agencies against their [preceding year] business plans
(b) Desk studies and evaluation activities	Specific reports on evaluation activities
(c) Draft monitoring and evaluation programme for the year [following year]	Draft monitoring and evaluation programme for the year [following year]
7. Programme implementation	

⁴⁴ This agenda item would be included if that year's MOP is scheduled to take place before the last Executive Committee meeting of the year.

⁴⁵ The sub-agenda item on the evaluation of the performance of implementing agencies would be considered at the first meeting of the year if that meeting was convened on or after 1 July, and at the second meeting of the year if it were convened earlier (decision 77/60(d)(ii)).

Agenda items and sub-items	Document associated with item/sub-item
(a) Progress reports as at 31 December [preceding year] (includes status reports) ⁴⁶ :	<ul style="list-style-type: none"> • Consolidated progress report • Progress report of bilateral cooperation as at 31 December [preceding year] • Progress report of UNDP as at 31 December [preceding year] • Progress report of UNEP as at 31 December [preceding year] • Progress report of UNIDO as at 31 December [preceding year] • Progress report of the World Bank as at 31 December [preceding year]
(b) [Status reports and] Reports on projects with specific reporting requirements	[Status reports and] Reports on projects with specific reporting requirements
(c) [year] Consolidated project completion report	[year] Consolidated project completion report
8. Business planning:	
(a) Update on the implementation of the [current triennium] consolidated business plan	Update on the implementation of the [current triennium] consolidated business plan
(b) Tranche submission delays	Tranche submission delays
(c) Consolidated [following triennium] business plan	Consolidated business plan of the Multilateral Fund for [following triennium]
(d) Business plans of the bilateral and implementing agencies for the [following triennium]	<ul style="list-style-type: none"> • Bilateral agencies' business plans for [following triennium] • UNDP business plan for [following triennium] • UNEP business plan for [following triennium] • UNIDO business plan for [following triennium] • World Bank business plan for [following triennium]
9. Project proposals	
(a) Overview of issues identified during project review	Overview of issues identified during project review
(b) Bilateral cooperation	Bilateral cooperation
(c) Work programmes amendments for [year]	UNDP's work programme amendments for [year] UNEP's work programme amendments for [year] UNIDO's work programme amendments for [year] World Bank's work programme amendments for [year]
(d) UNEP Compliance Assistance Programme (CAP) budget for [following year]	UNEP Compliance Assistance Programme (CAP) budget for [following year]
(e) [following year] core unit costs for UNDP, UNIDO and the World Bank	[following year] core unit costs for UNDP, UNIDO and the World Bank
(f) Investment projects	Project proposal(s): [country]
10. Policy matters	Documents as necessary
11. Report of the Executive Committee to the Meeting of the Parties ⁴⁷	Draft report of the Executive Committee to the Meeting of the Parties
12. Production Sector	Report of the Sub-group on the Production Sector
13. Other matters	
14. Adoption of the report of the meeting	L.1 - Draft report of the [number] meeting of the Executive Committee

⁴⁶ The consolidated progress report and the relevant progress reports of the bilateral and implementing agencies would be considered at the first meeting of the year if that meeting is convened on or after 1 July, and at the second meeting of the year if it were convened earlier (decision 77/60(d)(i)b.).

⁴⁷ This agenda item would be included if that year's MOP is scheduled to take place after the last Executive Committee meeting of the year.

1. Opening of the meeting

The meeting is opened by the Chair who places the meeting in context of the Multilateral Fund's overall work plan and draws members' attention to important issues to be covered.

2. Organizational matters

(a) Adoption of the agenda

The **Provisional agenda** sets out the plan of work for the meeting. The accompanying **Provisional annotated agenda**, which serves as a main guide to the meeting, contains a brief background to the matters under each item and the action expected from the Executive Committee. The Executive Committee reviews the agenda and raises any matters that ought to be included in it.

Action expected from the Executive Committee:

The Executive Committee reviews the draft agenda and may request any clarifications or make suggestions for additional items to be added, before adopting the agenda.

(b) Organization of work

The Chair proposes the order in which the plenary will take each item on the agenda. They are normally considered in the order indicated in the provisional agenda, unless the Executive Committee decides otherwise.

The Chair also makes arrangements for any groups that the Executive Committee may wish to set up during the week to address any specific matters. While the Executive Committee is the body that takes decisions, matters such as project approval and policy matters can be referred to a smaller group to be discussed in depth. The work of such groups is often crucial to resolve issues. The groups always report to the Chair during plenary. Groups that typically meet during Executive Committee meetings are described in the table below.

Table 3.4: Plenary and groups that may meet during an Executive Committee meeting

Type	Definition
Plenary	The meeting of all Executive Committee members that takes decisions.
Sub-group on the Production Sector	A subsidiary body that is usually constituted every year to oversee phase-out activities in the ODS production sector and to ensure that the related activities complement activities in the consumption sector. The Sub-group has no formal decision-making status but submits a report on its deliberations, including recommendations, to the Executive Committee.
Contact group	A smaller forum for discussion and/or negotiation, with the objective of assisting the process of establishing consensus. Contact groups are convened by the Chair. They have no formal decision-making status, but they report back to the plenary on outcomes and/or recommendations.
Informal consultations/exchanges between members	Exchanges of views among delegations that may extend to attempts at mutual persuasion or to informal negotiation and that take place outside the formal Executive Committee discussions.

Since the Executive Committee adopts the report of the meeting before adjourning the meeting, the Chair

usually requests members to complete the agenda by the end of Thursday⁴⁸. This allows the Secretariat to prepare the draft report (L.1) on Friday morning and issue it in advance of the final session of the meeting in relevant United Nations languages on Friday afternoon.

3. Secretariat activities

At each meeting, the Chief Officer presents a report on **Secretariat activities** carried out since the preceding meeting. The report usually covers follow-up actions to Executive Committee decisions; the review of preparation for the current meeting; information on meetings attended and missions undertaken by Secretariat staff; cooperation with multilateral environmental agreements (MEAs) and other relevant organizations; staffing issues; and an update on other relevant activities.

Action expected from the Executive Committee:

The Executive Committee reviews the report on Secretariat activities and requests any additional information or clarifications as necessary, before taking note of the report.

4. Financial matters

At each meeting, the Executive Committee examines “Financial matters” (decision 77/60(c)) including *inter alia* the status of contributions and disbursements, balances and availability of resources and, if applicable, the status of additional contributions and availability of resources. At the last meeting of the year, the agenda item also includes the sub-items on accounts of the Multilateral Fund and the budget of the Fund Secretariat.

(a) Status of contributions and disbursements

At each meeting, the Treasurer provides a document on the **Status of contributions and disbursements** of the Multilateral Fund containing the information on the Multilateral Fund’s status: income, including contributions, bilateral cooperation⁴⁹, and interest earned; and allocations and provisions, including data on gains and losses of the FERM. The document also provides the aggregate information on the status for the triennium. At the time of presentation of the document during the meeting, the Treasurer provides a verbal update on the latest information on the status of contributions.

Further information is available in document UNEP/OzL.Pro/ExCom/39/3/Rev.1 (Explanation of the methodology and assumptions used by the Treasurer).

Action expected from the Executive Committee:

The Executive Committee reviews the report from the Treasurer and addresses issues relating to the timely payment of contributions by contributing Parties. The Executive Committee usually takes note of the report and decides on any actions as necessary.

(b) Report on balances and availability of resources

The **Report on balances and availability of resources** provides a review of total balances from completed projects and from projects completed as a follow-up to relevant Executive Committee’s decisions (referred to as “by decision”), any agency support costs associated with them, and a calculation of the total amount of resources available to the Executive Committee for new approvals during the meeting. The total committable

⁴⁸ Executive Committee meetings usually run from Monday to Friday.

⁴⁹ Contributing Parties that can use up to 20 per cent of their contribution during the replenishment triennium to carry out activities with Article 5 countries on a bilateral basis have a flexibility in the year for which bilateral projects are credited.

amount is the sum of the returned balances from completed projects and projects completed “by decision” and the resources of the Multilateral Fund from the Treasurer’s report on the status of contributions and disbursements.

Action expected from the Executive Committee:

The Executive Committee reviews the total financial resources available for approvals at the meeting in progress and any issues relating to returning project balances and the proposed solutions.

(c) Accounts of the Multilateral Fund

(i) Final accounts

The **Final accounts** are prepared annually, based on financial information provided to the Treasurer from the Secretariat and the implementing agencies. They include financial data on the income and expenditure of the Multilateral Fund for the two preceding years, as well as for the cumulative period between 1991 and the preceding year. These data are typically consistent with audited or certified accounts, including details of the preceding year’s expenditure of the Secretariat recorded in the accounts of the United Nations Office in Nairobi compared to the approved budget, and certified or provisional accounts of the implementing agencies for the two preceding years and for the cumulative period between 1991 and the preceding year.

Action expected from the Executive Committee:

The Executive Committee reviews the final accounts to ensure the accounts are in order.

(ii) Reconciliation of accounts

Differences between the funds approved and the income reported by the implementing agencies can occur in the accounts of the Fund. In order to address these differences, the Executive Committee requested the Treasurer, the Secretariat, and the implementing agencies to provide a full **Reconciliation of the accounts** of the Fund, together with the data in the implementing agencies’ progress reports.

Action expected from the Executive Committee:

The Executive Committee notes the reconciliation report and requests any actions to be taken as necessary.

(d) Three-year budget of the Secretariat

The **Three-year budget of the Secretariat** includes staff budget lines and operational costs related to the approved, revised and proposed budgets.

Action expected from the Executive Committee:

The Executive Committee reviews the three-year budget of the Secretariat and approves it based on its discussions.

5. Country programme data and prospects for compliance

The Executive Committee reviews country programme data and the prospects of compliance of Article 5

countries at each meeting set out in the **Country programme data and prospects for compliance** document⁵⁰.

Part I of the document includes an analysis of the status of compliance of Article 5 countries based on the Article 7 data reported to the Ozone Secretariat and on country programme data reported to the Fund Secretariat, including information on licensing and quota systems, and the production and consumption sectors.

Part II provides an analysis of the situation of any Article 5 countries subject to a decision of the Parties to the Montreal Protocol on compliance.

Part III contains an analysis of the HCFC and HFC data contained in country programme data reports, including the annual amounts of HCFC and HFC production versus consumption; the sector distribution of HCFC consumption; information on the prices of HCFCs, HFCs and alternative substances; and other matters related to country programme data reports.

Action expected from the Executive Committee:

The Executive Committee reviews the status of compliance of Article 5 countries, and data on the implementation of country programmes, and may request bilateral and implementing agencies to assist those countries identified in the report as having eligible consumption that are not already included in business plans. It may propose specific actions regarding countries that appear to be in non-compliance or that have been found to be in non-compliance by the Parties to the Montreal Protocol. The Committee may also address issues related to the reporting of country programme data.

6. Evaluation

This agenda item concerns the evaluation of the performance of implementing agencies, and the evaluation of on-going and completed projects. The Executive Committee ensures that the resources disbursed by the Fund are used to meet the project objectives.

- (a) Evaluation of the performance of implementing agencies against their preceding year's business plans⁵¹

The document presents a quantitative evaluation of the performance of the implementing agencies with respect to the performance targets set in their preceding year's business plans, a trend analysis for each of agency's performance indicators, and a qualitative assessment of the performance of implementing agencies based on input received from NOO.

Action expected from the Executive Committee:

The Executive Committee considers the result of the analysis of the quantitative performance indicators of implementing agencies and the results of any agency's dialogues with countries that provided less than satisfactory ratings on qualitative performance indicators. The Executive Committee notes the evaluation of the implementing agencies' performance against their preceding year's business plans and takes any other action as necessary.

⁵⁰ Country programme data and information on prospects for compliance were included in the "Status reports and compliance" document (from the 67th to the 73rd meetings), the "Status of implementation of delayed projects and prospects of Article 5 countries in achieving compliance with the next control measures of the Montreal Protocol (from the 54th to the 66th meetings), or the "Status/prospects of Article 5 countries in achieving compliance with the control measures of the Montreal Protocol" document (from the 43rd to the 53rd meetings).

⁵¹ Before the 79th meeting, this item was entitled "Evaluation of the implementation of the previous year's business plans" under the agenda item "Programme implementation".

(b) Evaluation studies/reports

Evaluation studies, normally of a specific sector, evaluate the project cycle from project preparation through implementation to completion and assess whether the objectives of projects, in terms of phase-out and funding approved, were achieved. They are prepared by independent consultants, under the coordination of the SMEO, according to the monitoring and evaluation work programme approved by the Executive Committee. Desk studies are based on reports and documents available to the Secretariat, while final evaluation reports are based on field visits and consultations with the NOUs, bilateral and implementing agencies and other stakeholders.

Action expected from the Executive Committee:

The Executive Committee reviews the evaluation studies and reports and may make recommendations based on them to improve the performance of the Fund.

(c) Draft monitoring and evaluation work programme

The document describes the status of implementation of evaluation activities in progress and those foreseen in the year ahead together with a budget. Monitoring activities are covered by the consolidated PCR for MYA and individual projects.

Action expected from the Executive Committee:

The Executive Committee reviews the appropriateness of the work programme and may approve the work programme with the associated budget.

7. Programme implementation

(a) Progress reports

Bilateral and implementing agencies are required to provide the Executive Committee with an annual **Progress report** on the implementation of projects and activities approved by the Executive Committee. These progress reports are an important source of information, since they include information on projects approved under the regular contributions to the Multilateral Fund; a summary of progress in implementation of projects for the preceding year and cumulative since 1991; a review on the status of implementation of each ongoing project at the country level; an identification of projects with implementation delays and the potential impact on the phase-out of controlled substances, and of projects with outstanding issues for consideration by the Executive Committee. Additionally, they include the information on projects approved under the additional voluntary contributions for HFC activities and the status of their implementation, if applicable.

On the basis of the progress reports submitted by the agencies, the Secretariat prepares the **Consolidated progress report** that summarizes the progress and financial information provided both in narrative and spreadsheet formats.

Action expected from the Executive Committee:

The Executive Committee reviews the progress reports to ensure that the projects will be completed successfully. Based on the progress reports, the Executive Committee may request bilateral and implementing agencies to provide further status reports on the projects to a future meeting in the context of the agenda item on Status reports and reports on projects with specific reporting requirements. The Executive Committee may

also take decisions with respect to the completion and/or cancellation of projects, the return of balances, the due date for PCRs, projects with implementation delays, and other issues arising from the review of reports.

- (b) [Status reports and] reports on projects with specific reporting requirements

Reports on projects with specific reporting requirements includes reports received by the Secretariat for ongoing projects with specific reporting requirements pursuant to Executive Committee decisions. The document may also address other issues, such as financial aspects of projects, requests for extension of projects, temporary use of a high-global-warming-potential technology in approved projects, changes of implementing agency, etc. The specific reports generally provide summaries of progress achieved so far, issues encountered during implementation, and comments and recommendations by the Secretariat.

At meetings where the annual progress reports of agencies are not under consideration, the status reports on the progress of projects are included in this document, with the title **Status reports and reports on projects with specific reporting requirements**. The status reports are presented to the Executive Committee to enable the examination of projects with implementation delays, projects for which additional status reports had been requested, and projects proposed for possible cancellation or completion at the meeting.

At the 84th meeting, the Executive Committee started the new approach when considering the reports on projects with specific reporting requirements, “blanket approval of recommendations”, and agreed to continue using this approach, on the understanding that the Secretariat would continue to draw the Committee’s attention to any project-related issues that might have policy implications.

Action expected from the Executive Committee:

The Executive Committee considers the status reports on projects, projects with specific reporting requirements and related issues, and makes any decisions as appropriate.

- (c) Consolidated project completion report

The **Consolidated project completion report** provides an analysis of PCRs for MYA and individual projects received by the Secretariat. PCRs are prepared using formats⁵² approved by the Executive Committee.

The consolidation assesses the quality and timely submission of PCRs by bilateral and implementing agencies, and provides a summary of lessons learned that could be used during implementation of similar projects or activities.

Action expected from the Executive Committee:

The Executive Committee notes the consolidated PCR and may make decisions relating to issues addressed in the document.

8. Business planning

- (a) Update on the status of implementation of the three-year consolidated business plan of the Multilateral Fund

The Secretariat monitors the implementation of business plans by means of a document **Update on the status of implementation of the three-year consolidated business plan of the Multilateral Fund** to inform the Executive Committee of the extent to which the planned activities were achieved. For the first meeting of the

⁵² The MYA PCR format was developed pursuant to decision 62/6(c), and noted by the Executive Committee in decision 65/6. The PCR format for HPMPs was approved by decision 75/5(e).

year following the Parties' decision on the replenishment of the Fund, the document includes a section on financial planning for the triennium taking into consideration the level of replenishment of the Fund, and the commitment and resource availability in the light of expected cash flow during the triennium. In the final year of a triennium, the document includes an assessment of availability of resources, including the extent to which funds have been allocated in the triennium.

Action expected from the Executive Committee:

The Executive Committee notes the update on the status of implementation of the business plan and takes any appropriate actions. At the last meeting of the year, the Executive Committee examines any remaining projects and activities in the consolidated business plan that have not been submitted, together with the resulting impact on compliance. The Executive Committee may request bilateral and implementing agencies to include these activities in their business plans for the following year.

With regard to the financial planning exercise at the first meeting of a triennium, the Executive Committee takes into account the commitments that have already been made and the financial plan that is adopted has to match the expenditures with the Multilateral Fund's income. On the basis on this analysis, the Executive Committee adopts a resource allocation for each year of the triennium.

At the last meeting of a triennium, the Executive Committee considers the cumulative amount of funding approved during the triennium, the amount of funding for submissions recommended to the last meeting of that triennium, projects remaining in the consolidated business plan of the last year of the triennium, and the possible remaining funds from the current triennium/possible carryover to the next triennium, and takes any decisions as necessary.

(b) Tranche submission delays

The information on delays in the submission of tranches of MYAs against the business plan schedule is presented at each meeting to assist the Executive Committee to monitor the submission delays in order to take timely action to ensure that there are no impediments to completing the activities of the preceding tranche and submitting the next tranche. The document presents the follow-up on decisions on tranche submission delays addressed at the preceding meeting; an analysis of the tranches that were not submitted to the current meeting; and reasons for the withdrawal of tranches that were submitted to the current meeting but were subsequently withdrawn during the review process.

Action expected from the Executive Committee:

The Executive Committee notes those tranches with delayed submissions, makes adjustments to submission dates, and takes appropriate actions as required, including the request to the Secretariat to send letters to the Governments of the countries concerned informing them about the Executive Committee's decisions on tranche submission delays.

(c) Consolidated three-year business plan of the Multilateral Fund and agencies' business plans

Since the contributions to the Multilateral Fund are paid annually by contributing Parties, the activities of the Multilateral Fund are organized mainly on the basis of an annual cycle. At the end of each year, the cycle starts with the preparation of agencies' business plans for the following year. The business plans of the agencies reflect the activities that need to be financed and implemented during the year. Business plans for the following year are integrated into the rolling **Three-year business plans**.

The Secretariat consolidates the business plans of individual agencies into the **Consolidated three-year business plan of the Multilateral Fund** in light of recent decisions regarding business planning and guidelines

for the phase-out of controlled substances, and the need to provide immediate assistance to those countries that might be at risk of non-compliance with their Montreal Protocol obligations.

Action expected from the Executive Committee:

The issues that the Executive Committee considers in reviewing the consolidated business plan and agencies' business plans include: the extent to which the needs of countries at risk of non-compliance are being addressed; the adequacy of the number of countries being covered and of respective funding; and the clarity and appropriateness of proposed targets.

The Executive Committee endorses the Consolidated business plan. By doing that, the Executive Committee does not approve specific projects, or the associated funding levels. These projects and activities have to be submitted to, and approved by, the Executive Committee during the year. The Executive Committee notes the business plans of the agencies and approves respective performance indicators.

9. Project review

(a) Overview of issues identified during project review

The Executive Committee commences its project review deliberations⁵³ by looking at any policy issues that the Secretariat may have highlighted from submissions to the meeting that are presented in the **Overview of issues identified during project review** document. The overview document also includes the list of projects, comprising tranches of HPMPs or HPPMPs with a funding level up to US \$5 million (including agency support costs), for which there are no issues and which the Secretariat recommends for blanket approval, as well as the list of projects and activities, including those related to HFC phase-down, that have been submitted for individual consideration.

Action expected from the Executive Committee:

The Executive Committee discusses each of the policy issues raised in the document and takes appropriate decisions. The Executive Committee may decide to approve all or some of the projects submitted for blanket approval, together with any conditions or provisos recommended by the Secretariat, and subject to consideration of any additional issues that Executive Committee may wish to raise about one or more of the projects and activities.

(b) Bilateral cooperation

Bilateral cooperation encompasses the full range of projects and activities funded under the Multilateral Fund. Project proposals from bilateral agencies are submitted by the donor countries and are usually presented in a single **Bilateral cooperation** document, together with the Secretariat's reviews of, and recommendations on, these project proposals. MYA projects submitted by bilateral agencies are presented in the country-based project proposal documents referred to under sub-item (f) below.

Action expected from the Executive Committee:

The Executive Committee considers individually any bilateral projects or activities that were not recommended for blanket approval, and makes recommendations on their approval as appropriate. After the review of bilateral

⁵³ During discussions of projects at Executive Committee meetings, members, or co-opted members, should refrain from speaking on projects in which they have a direct interest.

activities, the Executive Committee decides to request the Treasurer to offset the costs of the bilateral projects approved at the meeting against the annual contributions of these Parties.

(c) Annual work programmes

Work programmes (first meeting of the year) and **Amendments to work programmes** (last meeting of the year) contain all the requests for activities other than investment projects submitted by each implementing agency.

Action expected from the Executive Committee:

The Executive Committee considers individually any projects or activities that were not recommended for blanket approval, and makes recommendations as appropriate.

(d) UNEP's Compliance Assistance Programme budget

The **UNEP CAP budget** covers primarily the costs of implementing the programme, including project staff located in UNEP Paris and the regional offices as well as UNEP's work on information, awareness-raising and networking. The Executive Committee approves the annual CAP budget at the last meeting of the year to enable the financing of staff posts in the following year⁵⁴. Requests for increases in the CAP budget are limited to 3 per cent, unless the Executive Committee is given evidence that inflationary pressures justified otherwise. The agency support costs for UNEP's CAP are 8 per cent.

Action expected from the Executive Committee:

The Executive Committee approves annually the CAP budget for the following year.

(e) Administrative costs for implementing agencies

The administrative cost regime has largely three aspects: core unit costs for UNDP, UNIDO and the World Bank; agency fees (with different rates for UNEP and bilateral agencies); and the CAP budget.

Core unit costs and agency fees constitute administrative costs that are intended to provide UNDP, UNIDO and the World Bank with funds for administrative tasks, personnel, and other general administrative services associated with projects implementation. An increase rate of 0.7 per cent per year is allowed for core unit costs per decision 67/15.

Agency fees for UNDP, UNIDO and the World Bank are calculated on the basis of project cost as follows: 7 per cent for projects with a project cost above US \$250,000, as well as institutional strengthening projects, project preparation and enabling activities for HFC phase-down; 9 per cent for projects with a project cost at or below US \$250,000; no greater than 6.5 per cent, to be determined on a case-by-case basis, for projects in the production sector.

For UNEP and bilateral agencies, agency fees are 13 per cent on projects up to a value of US \$500,000. For projects with a value exceeding US \$500,000 but up to and including US \$5 million, an agency fee of 13 per cent is applied on the first US \$500,000 and 11 per cent on the rest. Fees for projects with a value exceeding US \$5 million are assessed on a case-by-case basis.

The Executive Committee reviews the administrative cost regime at the last meeting of each year. Up-to-date information on core unit budget and other administrative cost information can be found in document **Core**

⁵⁴ The budget for UNEP's CAP for 2022 was approved in the amount of US \$ 9,988,900, plus agency support costs of 8 per cent, amounting to US \$ 799,112 (decision 88/43).

unit costs for UNDP, UNIDO, and the World Bank.⁵⁵Action expected from the Executive Committee:

The Executive Committee approves annually the requests from relevant agencies for core unit costs.

(f) Investment projects

Project proposal documents are prepared by the Secretariat for each country that is submitting an investment project, including any multi-year project, such as an HPMP, to the meeting. The document consists of a project evaluation sheet with succinct presentation of project data, a brief project description, and the comments and recommendations by the Secretariat. Pertinent project documentation may be annexed, posted on the website or made available on request from the Secretariat.

Action expected from the Executive Committee:

The Executive Committee considers each project and activity listed for individual consideration, and makes recommendations as appropriate, including adding any specific conditions to their approval.

10. Policy matters

Policy documents are prepared by the Secretariat pursuant to decisions of the Executive Committee and/or the MOP.

Since 2017, the majority of policy matters considered by the Executive Committee relate to the Kigali Amendment to the Montreal Protocol, including all aspects related to the refrigeration servicing sector that support the HFC phase-down; key considerations for developing a methodology for establishing the starting point for sustained aggregate reductions for the consumption and production sectors under the Kigali Amendment; the development of the cost guidelines for the phase-down of HFCs in Article 5 countries; key aspects related to HFC-23 by-product control technologies; matters relating to energy efficiency; and implications of parallel or integrated implementation of HCFC phase-out and HFC phase-down activities.

Other policy matters have also been discussed recently; such as the overview of current monitoring, reporting, verification and enforceable licensing and quota systems developed with support from the Fund; review of administrative cost regime; and gender policy for the Fund.

Action expected from the Executive Committee:

The Executive Committee considers each policy matter and makes decisions as appropriate.

11. Report of the Executive Committee to the Meeting of the Parties

The Executive Committee is required to report to the MOP each year through the Chair of the Executive Committee. The report, prepared by the Secretariat, sums up the activities of the Executive Committee during

⁵⁵ The Executive Committee decided to maintain the existing administrative cost regime for the bilateral and implementing agencies during the 2022 and 2023 triennium, and requested the Secretariat to present, at the last meeting of 2023, the analysis of the administrative cost regime and core unit funding, taking into consideration relevant decisions by the Executive Committee, including those up to meeting prior to the last meeting of 2023, on the basis of which the Committee would decide whether the administrative cost regime of the Multilateral Fund for the triennium 2021–2023 should be maintained for the triennium 2024–2026. (decision 88/74) .

The Executive Committee approved core unit funding for 2022 for UNDP of US \$2,127,940, UNIDO of US \$2,022,000, and the World Bank of US \$1,735,000 (decision 88/44).

the reporting period, highlighting the important policies and guidelines that have been adopted, the funding that has been disbursed, and the amount of controlled substances phase-out that has been achieved.

Before the report is presented by the Chair to the MOP, it is reviewed and cleared by the Executive Committee at the meeting prior to the MOP.

Action expected from the Executive Committee:

The Executive Committee decides to authorize the Secretariat to finalize the report in the light of the discussions held and decisions taken at the meeting and, following clearance by the Chair, submit it to the Ozone Secretariat for distribution to the Parties.

In the case where it is not possible for the Executive Committee to review the draft report at an Executive Committee meeting, the Executive Committee may decide on the process to clear the report.

12. Report of the Sub-group on the Production Sector

The Sub-group on the Production Sector, a subsidiary body of the Executive Committee, was set up to assist the Executive Committee in developing guidelines for funding projects targeted at the phase-out of the production of controlled substances. It was subsequently mandated to review and recommend the approval of projects in the production sector. Since the 57th meeting, the Sub-group on the Production Sector has worked on issues with respect to the HCFC production sector although its mandate has now expanded to include HFC-related matters. The Sub-group is re-constituted at the first meeting of each year and is composed of eight members (four Article 5 country members and four non-Article 5 country members).

Action expected from the Executive Committee:

The Executive Committee considers the report and draft decisions from the Sub-group on the Production Sector and takes action as appropriate.

13. Other matters

Under this agenda item, the Executive Committee discusses any matters that are not covered by other agenda items and takes action as necessary.

14. Adoption of the report of the meeting

A **Draft report of the meeting** of the Executive Committee is prepared by the Secretariat and reviewed by the Chair. This is known as the L.1 document (it is a limited distribution document) and it contains a draft of the proceedings of the meeting and all the decisions made by the Executive Committee during that meeting.

The L.1 report is drafted in English and translated overnight in time for the start of the final meeting session. Normally, the L.1 report in all languages is available to Executive Committee members in the password-protected section of the Fund's website one or two hours in advance of the final session of the meeting.

At the time of adoption of the report, comments on, and amendments to, the text of the L.1 document can be proposed. However, Committee members cannot open substantive discussions on any agenda item.

Action expected from the Executive Committee:

The Executive Committee adopts the report of the meeting on the basis of the draft report contained in the L.1 document and comments made by any members of the Executive Committee or clarifications by the Secretariat or implementing agencies during its adoption.

Following the meeting, the Secretariat finalizes the **Report of the meeting of the Executive Committee** in English and, based on the composition of the Executive Committee, prepares translations into the relevant United Nations official languages. The report is conveyed to all Executive Committee members and all other participants and posted on the Fund's website. A document summarizing decisions is also placed on the Fund's website.

APPENDIX 1: TERMS OF REFERENCE OF THE EXECUTIVE COMMITTEE

(As modified by decisions IX/16, XVI/38 and XIX/11 of the Meeting of the Parties)

1. The Executive Committee of the Parties is established to develop and monitor the implementation of specific operational policies, guidelines and administrative arrangements, including the disbursement of resources, for the purpose of achieving the objectives of the Multilateral Fund under the Financial Mechanism.
2. The Executive Committee shall consist of seven Parties from the group of Parties operating under paragraph 1 of Article 5 of the Protocol and seven Parties from the group of Parties not so operating. Each group shall select its Executive Committee members. Seven seats allocated to the group of Parties operating under paragraph 1 of Article 5 shall be allocated as follows: two seats to Parties of the African region, two seats to Parties of the region of Asia and the Pacific, two seats to Parties of the region of Latin America and the Caribbean, and one rotating seat among the regions referred, including the region of Eastern Europe and Central Asia. The members of the Executive Committee shall be endorsed by the Meeting of the Parties.
- 2 bis. The members of the Executive Committee whose selection was endorsed by the Eighth Meeting of the Parties shall remain in office until 31 December 1997. Thereafter, the term of office of the members of the Committee shall be the calendar year commencing on 1 January of the calendar year after the date of their endorsement by the Meeting of the Parties.
3. The Chairman and Vice-Chairman shall be selected from the fourteen Executive Committee members. The office of Chairman is subject to rotation, on an annual basis, between the Parties operating under paragraph 1 of Article 5 and the Parties not so operating. The group of Parties entitled to the chairmanship shall select the Chairman from among their members of the Executive Committee. The Vice-Chairman shall be selected by the other group from within their number.
4. Decisions by the Executive Committee shall be taken by consensus whenever possible. If all efforts at consensus have been exhausted and no agreement reached, decisions shall be taken by a two-thirds majority of the Parties present and voting, representing a majority of the Parties operating under paragraph 1 of Article 5 and a majority of the Parties not so operating present and voting.
5. The meetings of the Executive Committee shall be conducted in those official languages of the United Nations required by members of the Executive Committee. Nevertheless, the Executive Committee may agree to conduct its business in one of the United Nations official languages.
6. Costs of Executive Committee meetings, including travel and subsistence of Committee participants from Parties operating under paragraph 1 of Article 5, shall be disbursed from the Multilateral Fund as necessary.
7. The Executive Committee shall ensure that the expertise required to perform its functions is available to it.
8. The Executive Committee shall have the flexibility to hold two or three meetings annually, if it so decides, and shall report at each Meeting of the Parties on any decision taken there. The Executive Committee should consider meeting, when appropriate, in conjunction with other Montreal Protocol meetings.

9. The Executive Committee shall adopt other rules of procedure on a provisional basis and in accordance with paragraphs 1 to 8 of the present terms of reference. Such provisional rules of procedure shall be submitted to the next annual meeting of the Parties for endorsement. This procedure shall also be followed when such rules of procedure are amended.

10. The functions of the Executive Committee shall include:

- (a) To develop and monitor the implementation of specific operational policies, guidelines and administrative arrangements, including the disbursement of resources;
- (b) To develop the plan and budget for the Multilateral Fund, including allocation of Multilateral Fund resources among the agencies identified in paragraph 5 of Article 10 of the Amended Protocol;
- (c) To supervise and guide the administration of the Multilateral Fund;
- (d) To develop the criteria for project eligibility and guidelines for the implementation of activities supported by the Multilateral Fund;
- (e) To review regularly the performance reports on the implementation of activities supported by the Multilateral Fund;
- (f) To monitor and evaluate expenditure incurred under the Multilateral Fund;
- (g) To consider and, where appropriate, approve country programmes for compliance with the Protocol and, in the context of those country programmes, assess and where applicable approve all project proposals or groups of project proposals where the agreed incremental costs exceed US \$500,000;
- (h) To review any disagreement by a Party operating under paragraph 1 of Article 5 with any decision taken with regard to a request for financing by that Party of a project or projects where the agreed incremental costs are less than US \$500,000;
- (i) To assess annually whether the contributions through bilateral cooperation, including particular regional cases, comply with the criteria set out by the Parties for consideration as part of the contributions to the Multilateral Fund;
- (j) To report annually to the meeting of the Parties on the activities exercised under the functions outlined above, and to make recommendations as appropriate;
- (k) 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; and
- (l) To perform such other functions as may be assigned to it by the Meeting of the Parties.

APPENDIX 2: RULES OF PROCEDURE FOR MEETINGS OF THE EXECUTIVE COMMITTEE

APPLICABILITY

Unless otherwise provided for by the Montreal Protocol or by the decision of the Parties, or excluded by the Rules of Procedure hereunder, the Rules of Procedures for meetings of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer shall apply *mutatis mutandis* to the proceedings of any meeting of the Executive Committee.

Rule 1

These Rules of procedure shall apply to any meeting of the Executive Committee for the Interim Multilateral Fund under the Protocol on Substances that Deplete the Ozone Layer convened in accordance with Article 11 of the Protocol.

DEFINITIONS

Rule 2

For the purposes of these rules:

1. "Executive Committee" means the Executive Committee for the Interim Multilateral Fund as established by decision II/8 at the Second Meeting of the Parties to the Montreal Protocol.
2. "Committee members" means Parties selected as members of the Executive Committee for the Interim Multilateral Fund.
3. "Meeting" means any meeting of the Executive Committee for the Interim Multilateral Fund.
4. "Chairman" means the Committee member selected Chairman of the Executive Committee.
5. "Secretariat" means the Multilateral Fund Secretariat.
6. "Fund" means the Interim Multilateral Fund.

PLACE OF MEETINGS

Rule 3

The meetings of the Executive Committee shall take place at the seat of the Fund Secretariat, unless other appropriate arrangements are made by the Fund Secretariat in consultation with the Executive Committee.

DATES OF MEETINGS

Rule 4

1. Meetings of the Executive Committee shall be held at least twice every year.
2. At each meeting, the Executive Committee shall fix the opening date and duration of the next meeting.

“The Executive Committee shall have the flexibility to hold two or three meetings annually, if it so decides, and shall report at each Meeting of the Parties on any decision taken there. The Executive Committee should consider meeting, when appropriate, in conjunction with other Montreal Protocol meetings.” (Paragraph 8 of the “Terms of reference of the Executive Committee” as modified by the Meeting of the Parties in its decision XIX/11).

Rule 5

The Secretariat shall notify all Committee members of the dates and venue of meetings at least six weeks before the meeting.

OBSERVERS

Rule 6

1. The Secretariat shall notify the President of the Bureau and the implementing agencies *inter alia* UNEP, UNDP, UNIDO and the World Bank of any meeting of the Executive Committee so that they may participate as observers.
2. Such observers may, upon invitation of the Chairman, participate without the right to vote in the proceedings of any meeting.

Rule 7

1. The Secretariat shall notify any body or agency, whether national or international, governmental or nongovernmental, qualified in the field related to the work of the Executive Committee, that has informed the Secretariat of its wishes to be represented, of any meeting so that it may be represented by an observer subject to the condition that their admission to the meeting is not objected to by at least one third of the Parties present at the meeting. However, the Executive Committee may determine that any portion of its meetings involving sensitive matters may be closed to observers. Nongovernmental observers should include observers from developing and developed countries and their total number should be limited as far as possible.
2. Such observers may, upon invitation of the Chairman and if there is no objection from the Committee members present, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency which they represent.

AGENDA

Rule 8

In agreement with the Chairman and the Vice Chairman, the Secretariat shall prepare the provisional agenda for each meeting.

Rule 9

The Secretariat shall report to the meeting on the administrative and financial implications of all substantive agenda items submitted to the meeting, before they are considered by it. Unless the meeting decides otherwise, no such item shall be considered until at least twenty-four hours after the meeting has received the Secretariat's report on the administrative and financial implications.

Rule 10

Any item of the agenda of any meeting, consideration of which has not been completed at the meeting, shall be included automatically in the agenda of the next meeting, unless otherwise decided by the Executive Committee.

REPRESENTATION AND CREDENTIALS

Rule 11

The Executive Committee shall consist of seven Parties from the group of Parties operating under paragraph 1 of Article 5 of the Protocol and seven Parties from the group of Parties not so operating. Each group shall select its Executive Committee members. The members of the Executive Committee shall be formally endorsed by the Meeting of the Parties.

Rule 12

Each Committee member shall be represented by an accredited representative who may be accompanied by such alternate representatives and advisers as may be required.

OFFICERS

Rule 13

If the Chairman is temporarily unable to fulfil the obligation of the office, the Vice Chairman shall in the interim assume all the obligations and authorities of the Chairman.

Rule 14

If the Chairman or Vice Chairman is unable to complete the term of office the Committee members representing the group which selected that officer shall select a replacement to complete the term of office.

Rule 15

1. The Secretariat shall:

- (a) Make the necessary arrangements for the meetings of the Executive Committee, including the issue of invitations and preparation of documents and reports of the meeting;
- (b) Arrange for the custody and preservation of the documents of the meeting in the archives of the international organization designated as secretariat of the Convention; and
- (c) Generally perform all other functions that the Executive Committee may require.

Rule 16

The Chief Officer of the Secretariat shall be the Secretary of any meeting of the Executive Committee.

VOTING

Rule 17

Decisions of the Executive Committee shall be taken by consensus whenever possible. If all efforts at consensus have been exhausted and no agreement reached, decisions shall be taken by a two thirds majority of the Parties present and voting, representing a majority of the Parties operating under paragraph 1 of Article 5 and a majority of the Parties not so operating present and voting.

LANGUAGES

Rule 18

The meeting of the Executive Committee shall be conducted in those official languages of the United Nations required by members of the Executive Committee. Nevertheless, the Executive Committee may agree to conduct its business in one of the United Nations official languages.

AMENDMENTS TO RULES OF PROCEDURE

Rule 19

These rules of procedure may be amended according to Rule 17 above and formally endorsed by the Meeting of the Parties to the Montreal Protocol.

OVERRIDING AUTHORITY OF THE PROTOCOL

Rule 20

In the event of any conflict between any provision of these rules and any provision of the Protocol, the Protocol shall prevail.

APPENDIX 3: LOGISTIC ARRANGEMENTS FOR MEETINGS

This section reviews the rules and practices relevant to the logistic aspects of Executive Committee meetings and provides details of practical arrangements for meeting participants.

3.1. Letters of invitation

Executive Committee members should reply to the invitation letter as soon as possible after it was sent, providing the names of members of their delegation, including those from any co-opted countries.

3.2. Information Note

Information on logistics is prepared as an Information Note and sent to members by email. It provides practical details on the meeting venue, local hotel rates and information on how to access meeting documents on the Fund's website. Participants make their own travel and hotel arrangements except for those who receive financial support as their travel is arranged by the Secretariat.

3.3. Financial and other support

Financial support, including the cost of travel and a subsistence allowance for each day of the meeting, is provided by the Fund to:

- Three attendees from each delegation from Article 5 countries (their names should be indicated in the replies to the invitation letters);⁵⁶ and
- the President of the Bureau of the MOP (or her/his representative) if she/he is a national of an Article 5 country.⁵⁷

Additionally, the Executive Committee decided that the travel of the Chair or Vice-Chair of the Executive Committee, irrespective of whether or not they represented countries operating under paragraph 1 of Article 5, could be supported, if such travel was required to enable them to represent the Executive Committee.⁵⁸

The Secretariat will provide all Executive Committee members with assistance to obtain visas necessary for attending the meeting.

3.4. Observers

The Secretariat also notifies the following individuals/bodies that are authorized to participate as observers. Observers are allowed, upon invitation of the Chair, to participate without the right to vote in the proceedings of any meeting. They include:

- representatives of the implementing agencies;
- representatives of the Ozone Secretariat;
- the President of the Bureau of the MOP; and
- the President and Vice-President of the Implementation Committee.

Furthermore, the Secretariat notifies non-governmental organizations (NGOs) and other organizations qualified in the field related to the work of the Executive Committee that have informed the Secretariat of

⁵⁶ See documents UNEP/OzL.Pro/2/3, Appendix II to decision II/8, paragraph 6; and UNEP/OzL.Pro/4/15, Annex X to decision IV/8, paragraph 6.

⁵⁷ See document UNEP/OzL.Pro/ExCom/5/16, paragraph 65.

⁵⁸ See document UNEP/OzL.Pro/ExCom/11/36, paragraph 24.

their wish to be represented at meetings. These organizations can only attend provided there is no objection from the Committee members.⁵⁹ Apart from the above, Executive Committee meetings are not open to the general public.

3.5. Time and venue of meetings

Meetings are usually held in Montreal, Canada (Rule 3), and the International Civil Aviation Organization (ICAO) premises on 999 Robert Bourassa Boulevard have been the traditional venue.

The Executive Committee may decide to hold a meeting outside Montreal if, for example, the timings of the Montreal Protocol and Executive Committee meetings coincide (decision XIX/11). In such cases, the Fund Secretariat and the Ozone Secretariat coordinate arrangements to the greatest extent possible.

In order for the meeting to take place outside Montreal, the Executive Committee requires an invitation from the host country. Following this invitation, the Secretariat arranges a host country agreement. The additional costs of such meetings, if any, should be borne by the host country. In the event that the host country cannot cover the extra costs, these costs must be borne from the Secretariat budget.

3.6. Practical arrangements

On arrival at the meeting venue, participants should register and, for security reasons, collect an identification badge.

3.7. Schedule of meetings

The Executive Committee normally meets daily in two plenary sessions:

- 10 a.m. to 1 p.m.
- 3 p.m. to 6 p.m.

Sessions outside these hours may be arranged as and when needed. Meetings of any contact groups or presentations are arranged in consultation with the Secretariat and are announced by the Chair. Such groups normally meet at times adjacent to the plenary meeting times although, in some circumstances, the plenary may be suspended to allow a contact group meeting to take place.

3.8. Closed meetings

Occasionally, the Executive Committee may decide that parts of its meetings involving sensitive matters may be closed to observers.

⁵⁹ The Secretariat was requested to continue informing members, by correspondence, of requests for observer status made by NGOs as long as the requests had been received at least one week ahead of the meeting of the Executive Committee in question; and, if no objections were received from members within three working days of receipt of the correspondence, to notify the NGOs that they had been permitted by the Executive Committee to attend the meeting as observers (decision 77/67).

3.9. Interpretation

Simultaneous interpretation is provided during the plenary meetings into all the United Nations official languages of the Executive Committee members. Interpretation is not normally provided for meetings of other groups unless this is pre-arranged with the Secretariat.

3.10. List of participants

A list of meeting participants is circulated during the meeting.

APPENDIX 4: REFERENCE INFORMATION

4.1. Information material

Creating a real change. June 2006

The Secretariat prepared a leaflet about the Multilateral Fund for distribution at the 25th OEWG. The leaflet is targeted at government policy-makers and focuses on the characteristics of the Fund and its achievements. Printed leaflet. PDF is available on the Fund's website.

Creating a real change for the environment. September 2007

This booklet was originally prepared on the occasion of the 20th Anniversary of the Vienna Convention for the Protection of the Ozone Layer and was updated for the 20th Anniversary of the Montreal Protocol with the assistance of the Government of Canada. It provides an overview of the lessons learned by the Multilateral Fund since 1991, and also presents some of the challenges and opportunities that lie ahead. Printed booklet. PDF is available on the Fund's website.

A Culture of Success. September 2007

An interactive video on CD was produced to mark the 20th anniversary of the Montreal Protocol. The CD contains not only an overview video, but also another 90 minutes of video interviews, text and images that can be accessed through an interactive menu. It tells the story of the Multilateral Fund and its achievement in the words of some of the people who made substantive contributions to make the Fund a success. Twenty-four interviewees talk about the Fund, lessons learned and the challenges and opportunities that lie ahead. CD.

Monitoring, evaluation and institutional learning. September 2007

A fact sheet on monitoring, evaluation and institutional learning. Printed booklet.

4.2. Website

Multilateral Fund's website

The website provides general information on the Multilateral Fund, its history, institutional arrangements, and achievements. It includes a meetings archive area with separate sub-sites for each meeting of the Executive Committee from the 27th meeting onwards⁶⁰.

Online resource. <http://www.multilateralfund.org>

Password-protected section of the Multilateral Fund's website

A password-protected section of the Fund's website for members of the Executive Committee and staff of the Secretariat and implementing agencies. It can be accessed from the public area by signing in with a user name and password. This section of the website provides access to *inter alia* documents for meetings of the Sub-group on the Production Sector, and other limited distribution documents. It also includes an area for implementing agencies and a gateway to other information resources, such as the MYA database.

Online resource. <http://www.multilateralfund.org>

4.3. Databases

Balance summary database

The database includes data on projects that had been completed 12 months previously but had significant levels of remaining balances from the funds approved by the Executive Committee. The Secretariat started

⁶⁰ Any documents not available on the website are available on request from the Secretariat.

maintaining these data in 1999 and updating them at every meeting. Data include funds approved, disbursed, returned, obligated and unobligated.

Available on request. Format: Excel.

Business plans database

A summary of the three-year business planning of the Multilateral Fund to address certain amounts of ODS for Article 5 countries during the triennium to enable their compliance with the Protocol control measures. The Secretariat started maintaining these data in 1996 and the database is updated every year. Data include three-year planning values and levels of ODS phase-out.

Available on request. Format: Excel.

Consolidated progress report database

The database summarizes progress and financial information on projects provided by implementing and bilateral agencies. The Secretariat started maintaining these data in 1991 and the database is updated every year. Data include the percentage of projects completed, ODP phased-out, and percentage of funds disbursed. Available on the Fund's website as an annex to the document "Consolidated progress report". Format: Excel.

Implementation delay summary database

A summary of ongoing projects that were classified as projects with implementation delays, i.e. projects expected to be completed over 12 months late or where disbursement occurred 18 months after approvals. The Secretariat started maintaining these data in 1998 and the database is updated at every meeting. Data includes new progress report remarks, assessment of progress and category of delays.

Available on request. Format: Excel.

Inventory of approved projects database

Provides general information about projects approved by the Executive Committee, including the country or region, the sector, the Executive Committee meeting at which it was approved and the type of project, implementing agency, ODS phase-out and funds approved and disbursed. It is updated following each meeting and distributed to bilateral and implementing agencies.

Available on request. Format: Access.

Inventory of enterprises database

The database is a streamlined version of the MYA database⁶¹ that includes data for all the HCFC-based enterprises that had been approved for conversion to alternative technologies, as stand-alone projects or contained in HPMPs comprising *inter alia* data on the sector and application, the amounts of HCFCs to be phased out and alternative chemicals to be phased in, and associated costs.

Online resource: www.multilateralfund.org/hpmp

Lessons learned from project completion reports (PCRs)

An online search engine to access the lessons learned from individual and MYA PCRs was developed so that stakeholders could easily access it when they develop or implement similar projects. Queries can be structured by categories (country, agency, sector, and type) and by keywords. Search engines for individual PCRs and MYA PCRs are respectively accessible at:

<http://www.multilateralfund.org/pcrindividual/search.aspx> and

<http://www.multilateralfund.org/myapcr/search.aspx>

⁶¹ Decisions 74/6(b) and 75/6(b).

4.4. Documents

Phase-out plans and projects

This document contains the texts of all agreements and associated Executive Committee decisions pertaining to a country's phase-out plans and multi-year projects except HPMPs/HPPMPs. Information is arranged by alphabetical order of country name.

PDF available on the Fund's website.

HCFC phase-out management plans and HCFC production phase-out management plans

This document contains the texts of all agreements and associated Executive Committee decisions pertaining to a country's HPMP/HPPMP. Information is arranged by alphabetical order of country name.

PDF available on the Fund's website.

Policies, procedures, guidelines and criteria of the Multilateral Fund

All the decisions of the Executive Committee as well as the decisions of the Parties relating to the Multilateral Fund are compiled and updated by the Secretariat after every meeting of the Executive Committee and MOP into this document. It is divided into 11 chapters: Financial Mechanism, Executive Committee, Fund Secretariat, Bilateral Cooperation, Implementing Agencies, Article 5 Parties, Controlled substances, Country Programmes, Project proposals, Institutional Strengthening, and Monitoring and Evaluation. Each chapter is grouped by subject area. Description provided for each entry is quoted from the reports of the meetings of the Executive Committee or the reports of MOP in which the entry was adopted. Source documents are indicated. A list of any supporting Executive Committee or MOP documents is also provided for entries, mainly related to procedures and guidelines. The document also provides a list of Executive Committee or MOP documents used in the preparation of this document and dates and venues of the Meetings of the Parties and the Executive Committee meetings.

PDF available on the Fund's website.

4.5. Guides

The Secretariat has produced a number of guides to provide implementing agencies and Article 5 countries with clear advice on the preparation and submission of projects proposals.

Available from <http://www.multilateralfund.org/Our%20Work/countries/default.aspx>

- Guide for the project preparation of stage II of HPMP
- Guide for presentation of stage II of HPMPs
- Guide for the presentation of tranches of HPPMPs
- Guide for submitting enabling activities
- Guide for the submission of stand-alone HFC-related investment projects
- Guide for the submission of institutional strengthening (IS) projects

4.6. Executive Committee decisions and documents on HCFC phase-out and HFC phase-down policy matters

Table A4.1: Decisions concerning HCFC phase-out policy matters

Decision	Subject
Decision 53/37	Options for assessing and defining eligible incremental costs for HCFC consumption and production phase-out activities,
Decision 54/39	Guidelines for preparation and implementation of HPMPs
Decision 55/13	Funding for the preparation of HPMPs

Decision	Subject
Decision 55/43	Cost considerations of financing HCFC phase-out costs including the preparation and submission of initial projects to address HCFC uses in aerosol applications, foam and refrigeration manufacturing sub-sectors, fire extinguishers and solvents
Decision 56/16	Cost structure for determining funding levels for preparation of HCFC investment and associated activities
Decision 57/6(b)	HCFC investment activities in advance of HPMPs – their consistency with the guidelines for HPMPs (decision 54/39) and relationship to the country's HPMP
Decision 57/6(c) and (e)	Cost of HCFC activities and equitable allocation of funds for all eligible Article 5 countries
Decision 59/9	Inclusion of additional HCFC demonstration projects that demonstrate alternative or new technology in 2010 business plans
Decision 59/11	Prioritization of HCFC phase-out projects
Decision 59/16	Preliminary template for draft agreements for HPMPs
Decision 59/17	Funding of institutional strengthening projects as part of an HPMP
Decision 59/44	Submission of draft HCFC production sector phase-out strategy
Decision 60/15	Accelerated phase-out of HCFCs (greater than the 10 per cent required to meet the 2015 HCFC control measure)
Decision 60/44	Detailed guidelines for phase-out in the HCFC consumption sector setting out the criteria for funding available for Article 5 countries
Decision 61/46	Revised template for draft agreements for HPMPs
Decision 61/47	Consumption arising from HCFC-141b contained in pre-blended foam chemicals (polios)
Decision 62/9	Incremental operating costs for the aerosol sector
Decision 62/10	Accelerated phase-out of HCFCs beyond 2020 for LVC countries and increase in HPMP funding
Decision 62/11	Submission of stage I of HPMPs to assist former LVC countries
Decision 62/12	Prioritization of HCFCs
Decision 62/13	Cost-effectiveness threshold for the rigid insulation refrigeration foam sub-sector
Decision 62/14	Sub-sector on the assembly of refrigeration equipment in addition to refrigeration manufacturing and service sectors
Decision 62/17	Last funding tranche of multiyear HCFC phase-out plans
Decision 63/14	Discrepancies between data reported under Article 7 and in HPMPs
Decision 63/15	Additional funding requests for HCFC phase-out outside approved HPMPs
Decision 63/17	Amendment to HPMP agreements requesting confirmation that an enforceable national system of licensing and quotas for HCFC imports (and where applicable, production and exports) is in place
Decision 64/14	Countries that had total HCFC consumption above 360 metric tonnes and should address consumption in the manufacturing sector first to meet the 2013 and 2015 control measures
Decision 65/11	Flexibility provision under HPMPs
Decision 66/50	Funding for conversion of new HCFC foam production lines in second stage conversion enterprises established after the enterprises had been converted to a non-CFC alternative
Decision 66/52	Incremental costs related to retooling for manufacturing heat exchangers
Decision 70/21	Submission of stage II of HPMPs in the absence of an agreement on guidelines and provisions on funding for preparation of stage II, and prior to a decision by the Executive Committee on criteria for funding HCFC phase-out in the consumption sector for stage II

Decision	Subject
Decision 71/42	Guidelines for funding the preparation of stage II of HPMPs
Decisions 72/17 and 73/34	Retrofit of existing HCFC-based refrigeration and air-conditioning equipment to flammable or toxic refrigerants
Decision 72/18	Priorities regarding the preparation of stage II of HPMPs
Decision 72/19	Submission of verification reports of national consumption targets together with tranches of HPMPs submitted to the first meeting of the year
Decision 72/40	Criteria to be applied when selecting projects to demonstrate climate-friendly and energy efficient alternative technologies to HCFCs
Decisions 73/33 and 76/52	Template agreement for stage II of HPMPs
Decision 74/18	Fund disbursement threshold for HPMPs before submission of the subsequent tranche request
Decision 74/19	Progress and verification reports of a country's compliance with the HPMP agreement after the approval of the last tranche of HPMPs
Decision 74/20	Temporary use of a high-GWP technology by enterprises that had been converted to a low-GWP technology
Decision 74/21	Rationalization of the costs of the demonstration projects to demonstrate climate-friendly and energy efficient alternative technologies to HCFCs
Decision 74/50	Draft criteria for funding HCFC phase-out in the consumption sector for stage II of HPMPs
Decision 76/16	Requests for multiple delayed or future tranches of stage I of the HPMP
Decision 76/50	Calculation of the incremental capital costs and incremental operating costs for foam sector alternatives
Decision 77/33	Changes or addition of implementing agencies in the implementation of approved HPMPs
Decision 77/35	Temporary manufacturing of refrigeration and air conditioning equipment using substances with high GWP at enterprises that had received funding to convert to low-GWP alternatives
Decision 77/58	Calculation of the level of incremental costs for the conversion of heat exchanger manufacturing lines in enterprises converting to HC-290 technology
Decision 79/25	Regulatory measures to ensure sustainability of complete phase-out of HCFCs in manufacturing sectors assisted by the Multilateral Fund
Decision 82/51	Years to be included in verifications of HCFC consumption in LVC countries under HPMPs
Decisions 82/54 and 84/84	End-user incentive schemes
Decision 84/45	Policy for the cancellation of MYA components
Decision 84/86	Analysis of the implications of parallel or integrated implementation of HCFC phase-out and HFC phase-down activities

Table A4.2: Documents concerning HCFC phase-out policy matters

Document number	Title
UNEP/OzL.Pro/ExCom/53/60	Options for assessing and defining eligible incremental costs for HCFC consumption and production phase-out activities
UNEP/OzL.Pro/ExCom/54/53	Draft guidelines for the preparation and implementation of HCFC phase-out management plans
UNEP/OzL.Pro/ExCom/54/54, Corr.1 and Add.1	Preliminary discussion paper providing analysis on all relevant cost considerations surrounding the financing of HCFC phase-out (decision 53/37(i))
UNEP/OzL.Pro/ExCom/55/47	Revised analysis of relevant cost considerations surrounding the financing of HCFC phase-out (decisions 53/37(i) and 54/40)

Document number	Title
UNEP/OzL.Pro/ExCom/56/13	Cost structure for determining funding levels for preparation of HCFC investment and associated activities (decision 55/13(d))
UNEP/OzL.Pro/ExCom/56/58 and Add.1	Issues related to relevant cost considerations surrounding the financing of HCFC phase-out (decision 55/43(g))
UNEP/OzL.Pro/ExCom/57/59	Prioritization of HCFC phase-out technologies to minimize other impacts on the environment
UNEP/OzL.Pro/ExCom/57/60	Second-stage conversions and determination of cut-off date for installation of HCFC-based manufacturing equipment
UNEP/OzL.Pro/ExCom/57/61	Further elaboration and analysis of issues pertaining to the phase-out of HCFC production sector (decision 56/64(a) and (b))
UNEP/OzL.Pro/ExCom/58/47	Analysis of new approaches on second-stage conversions, determination of cut-off date and other outstanding HCFC policy issues (decision 57/34)
UNEP/OzL.Pro/ExCom/59/51 and Add.1	Prioritization of HCFC phase-out technologies to minimize other impacts on the environment (decision 57/33 and paragraph 147 of the Report of the 58 th meeting of the Executive Committee)
UNEP/OzL.Pro/ExCom/59/52	Analysis of new approaches on second-stage conversions, determination of cut-off date and other outstanding HCFC policy issues
UNEP/OzL.Pro/ExCom/60/45	Relevant aspects of component upgrade in HCFC in conversion projects (decision 59/13(b))
UNEP/OzL.Pro/ExCom/60/46	Outstanding HCFC issues: cut-off date, level of incremental operating costs, funding provided to the servicing sector, and incremental capital costs (decision 59/46)
UNEP/OzL.Pro/ExCom/60/47	Cost for conversion of component manufacturing vs. incremental operating cost (decision 59/14)
UNEP/OzL.Pro/ExCom/61/50	Relevant aspects of component upgrade in HCFC conversion projects (decisions 59/13(b) and 60/43)
UNEP/OzL.Pro/ExCom/61/51	Cost for conversion of component manufacturing vs. incremental operating cost (decisions 59/14 and 60/45)
UNEP/OzL.Pro/ExCom/61/52	Revised template for draft agreements for HCFC phase-out management plans (decisions 59/16(b) and 60/46)
UNEP/OzL.Pro/ExCom/61/53	Consumption arising from HCFC-141b contained in pre-blended foam chemicals (polyols) (decision 59/12 and 60/50)
UNEP/OzL.Pro/ExCom/62/55	Incremental costs related to retooling for manufacturing heat exchangers (decision 61/45)
UNEP/OzL.Pro/ExCom/65/53	Incremental costs related to retooling for manufacturing heat exchangers (decisions 61/45 and 62/61)
UNEP/OzL.Pro/ExCom/68/46 and Corr.1	Options for a tracking system for HCFC-141b-based pre-blended polyols exported by systems houses and used by foam enterprises in importing Article 5 countries (decision 66/51(d) and (e))
UNEP/OzL.Pro/ExCom/69/33	Draft guidelines for funding the preparation of stage II of HCFC phase-out management plans (decision 66/5(c))
UNEP/OzL.Pro/ExCom/70/51	Draft guidelines for funding the preparation of stage II of HCFC phase-out management plans (decisions 66/5 and 69/22)
UNEP/OzL.Pro/ExCom/70/52	Criteria for funding HCFC phase-out in the consumption sector adopted by decision 60/44 (decisions 69/22(b) and 69/24(d)) (re-issued)
UNEP/OzL.Pro/ExCom/70/53/Rev.1	Discussion paper on minimizing adverse climate impact of HCFC phase-out in the refrigeration servicing sector (decision 68/11)
UNEP/OzL.Pro/ExCom/71/55	Draft guidelines for funding the preparation of stage II of HCFC phase-out management plans (decisions 66/5 and 69/22 and paragraph 105 of UNEP/OzL.Pro/ExCom/70/59)
UNEP/OzL.Pro/ExCom/71/56	Discussion paper on minimizing adverse climate impact of HCFC phase-out in the refrigeration servicing sector (decision 68/11)
UNEP/OzL.Pro/ExCom/71/57	Criteria for funding HCFC phase-out in the consumption sector adopted by decision 60/44 (decisions 69/22(b), 69/24(d) and 70/21(c))

Document number	Title
UNEP/OzL.Pro/ExCom/72/39	Criteria for funding HCFC phase-out in the consumption sector for stage II of HCFC phase-out management plans (decision 70/21(d))
UNEP/OzL.Pro/ExCom/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))
UNEP/OzL.Pro/ExCom/72/41	Additional activities to maximize climate benefits in the HCFC production sector (decision 71/51(b))
UNEP/OzL.Pro/ExCom/72/42	Minimizing adverse climate impact of HCFC phase-out in the refrigeration servicing sector (decision 71/43)
UNEP/OzL.Pro/ExCom/73/53	Draft criteria for funding HCFC phase-out in the consumption sector for stage II of HCFC phase-out management plans (decision 72/39)
UNEP/OzL.Pro/ExCom/74/49	Analysis of the remaining eligible HCFC consumption in various sectors and subsectors of potential demonstration relevance (decision 72/40(d))
UNEP/OzL.Pro/ExCom/74/50	Draft criteria for funding HCFC phase-out in the consumption sector for stage II of HCFC phase out management plans (decision 73/64)
UNEP/OzL.Pro/ExCom/75/76	Template for draft agreements for stage II of the HPMP (decision 73/33(c))
UNEP/OzL.Pro/ExCom/76/58	Calculation of the incremental capital costs and incremental operating costs for foam sector alternatives (decision 75/28)
UNEP/OzL.Pro/ExCom/76/59	Calculation of the level of incremental costs for the conversion of heat exchangers manufacturing lines in enterprises converting to HC 290 technology (decision 75/43(f))
UNEP/OzL.Pro/ExCom/76/60	Template for draft agreements for stage II of HCFC phase-out management plans (decision 75/66)
UNEP/OzL.Pro/ExCom/77/69	Calculation of the level of incremental costs for the conversion of heat exchangers manufacturing lines in enterprises converting to HC-290 technology
UNEP/OzL.Pro/ExCom/84/63	Report on end-user incentive schemes funded under approved HCFC phase-out management plans
UNEP/OzL.Pro/ExCom/84/65	Analysis of the implications of parallel or integrated implementation of HCFC phase-out and HFC phase-down activities
UNEP/OzL.Pro/ExCom/87/43	Update on the analysis of the implications of parallel or integrated implementation of HCFC phase-out and HFC phase-down activities (decision 84/86(a))

Table A4.3: Decisions concerning the Kigali Amendment and HFC phase-down policy matters

Decision	Subject
Decision 77/59	Issues relevant to the Executive Committee arising from the Twenty-eighth Meeting of the Parties to the Montreal Protocol
Decisions 78/1, 79/42, 80/74, 81/3, 82/3 and 83/4	Status of additional contributions to the Multilateral Fund
Decision 78/2	Available information on HFC consumption and production in Article 5 countries
Decisions 78/3, 80/76, 81/67, 82/55, 82/84, 83/65 and 84/87	Draft criteria for funding the phase-down of HFCs
Decision 78/4	Enabling activities and consideration to increase funding for institutional strengthening at a future meeting in accordance with paragraph 20 of decision XXVIII/2
Decisions 78/5, 79/47, 80/77, 81/68, 82/85 and 83/66	Key aspects related to HFC-23 by-product control technologies
Decisions 79/43 and 80/75	Results of the overall preliminary analysis of the results of the surveys of ODS alternatives
Decision 79/44	Process of development of the guidelines for HFC phase-down
Decision 79/45	Criteria for considering a limited number of HFC-related projects in the manufacturing sector only pursuant to decision 78/3(g)

Decision	Subject
Decision 79/46	Guidelines for enabling activities for HFC phase-down
Decision 81/32	Project implementation period for enabling activities
Decision 81/53	Investment projects to reduce HFCs pursuant to decisions 78/3(g) and 79/45
Decision 82/52	HFC-23 by-product demonstration projects
Decision 82/83	Summary of the Parties' deliberations at the 40th Meeting of the Open-Ended Working Group of the Parties to the Montreal Protocol and the Thirtieth Meeting of the Parties to the Montreal Protocol in relation to the report by the Technology and Economic Assessment Panel on issues related to energy efficiency (decision 81/67(b))
Decisions 83/62 and 84/88	Ways to operationalize paragraph 16 of decision XXVIII/2 and paragraph 2 of decision XXX/5 of the Parties (decision 82/83(c))
Decisions 83/63 and 84/89	Information on relevant funds and financial institutions mobilizing resources for energy efficiency that may be utilized when phasing down HFCs (decision 82/83(d))
Decision 83/64	Summary of the report by the Technology and Economic Assessment Panel on matters related to energy efficiency with regard to the issues identified in decision 82/83(e) (decision 82/83(f))
Decision 84/53	Submission of additional HFC stand-alone investment projects after the 84 th meeting
Decision 84/54	Requests for preparatory funding for HFC phase-down plans and demonstration pilot projects
Decision 86/93	Draft guidelines for the preparation of HFC phase-down plans for Article 5 countries
Decision 86/94	Framework for consultations with relevant funds and financial institutions to explore the mobilization of additional financial resources for maintaining or enhancing energy efficiency when replacing HFCs with low-global-warming-potential refrigerants in the refrigeration and air-conditioning sector
Decision 87/49	Potential strategies, policy measures and commitments, as well as projects and activities that could be integrated within stage I of HFC phase-down plans for Article 5 countries to ensure limits on growth and sustainable reductions in HFC consumption (decision 84/54(b))
Decision 87/50	Draft guidelines for the preparation of HFC phase-down plans for Article 5 countries
Decision 87/51	Framework for consultations with relevant funds and financial institutions to explore the mobilization of additional financial resources for maintaining or enhancing energy efficiency when replacing HFCs with low-global-warming-potential refrigerants in the refrigeration and air-conditioning sector
Decision 88/75	Potential strategies, policy measures and commitments, as well as projects and activities that could be integrated within stage I of HFC phase-down plans for Article 5 countries to ensure limits on growth and sustainable reductions in HFC consumption (decision 84/54(b))
Decision 88/76	Analysis of the level and modalities of funding for HFC phase-down in the refrigeration servicing sector

Table A4.4: Documents concerning the Kigali Amendment and HFC phase-down policy matters

Document number	Title
UNEP/OzL.Pro/ExCom/77/70/Rev.1	Issues relevant to Executive Committee arising from the Twenty-eighth Meeting of the Parties to the Montreal Protocol
UNEP/OzL.Pro/ExCom/78/4 and Corr.1	Available information on HFC consumption and production in Article 5 countries
UNEP/OzL.Pro/ExCom/78/5 and Corr.1	Information relevant to the development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Draft criteria for funding

Document number	Title
UNEP/OzL.Pro/ExCom/78/6	Information relevant to the development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Enabling activities
UNEP/OzL.Pro/ExCom/78/7	Information relevant to the development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Institutional strengthening
UNEP/OzL.Pro/ExCom/78/8	Identification of issues to be considered in relation to existing HCFC phase-out activities
UNEP/OzL.Pro/ExCom/78/9 and Corr.1	Key aspects related to HFC-23 by-product control technologies
UNEP/OzL.Pro/ExCom/78/10 and Corr.1	Draft procedures for Article 5 countries that have HFC consumption baseline years from 2020 to 2022 in accessing additional contributions for enabling activities
UNEP/OzL.Pro/ExCom/79/45 and Corr.1	Overall analysis of the results of the surveys on ODS alternatives (decision 74/53)
UNEP/OzL.Pro/ExCom/79/46	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Draft criteria for funding (decision 78/3)
UNEP/OzL.Pro/ExCom/79/47	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Draft guidelines on enabling activities (decision 78/4(a))
UNEP/OzL.Pro/ExCom/79/48, Corrs.1 and 2, and Add.1	Key aspects related to HFC-23 by-product control technologies (decision 78/5)
UNEP/OzL.Pro/ExCom/79/49	Procedures for Article 5 countries that have HFC baseline years from 2020 to 2022 in accessing additional voluntary contributions for enabling activities
UNEP/OzL.Pro/ExCom/80/54	Overall analysis of the results of the surveys of ODS alternatives
UNEP/OzL.Pro/ExCom/80/55	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Draft criteria for funding (decisions 78/3(i) and 79/44(b))
UNEP/OzL.Pro/ExCom/80/56 and Add.1	Key aspects related to HFC-23 by-product control technologies
UNEP/OzL.Pro/ExCom/81/53	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Draft criteria for funding (decisions 78/3, 79/44(b) and 80/76(b))
UNEP/OzL.Pro/ExCom/81/54	Key aspects related to HFC-23 by-product control technologies (decisions 78/5(e), 79/47(e) and 80/77(b))
UNEP/OzL.Pro/ExCom/82/64	Preliminary report on all aspects related to the refrigeration servicing sector that support the HFC phase-down
UNEP/OzL.Pro/ExCom/82/65 and Add.1	Summary of the Parties' deliberations at the 40th Meeting of the Open-Ended Working Group and the Thirtieth Meeting of the Parties to the Montreal Protocol in relation to the Technology and Economic Assessment Panel's report on issues related to energy efficiency
UNEP/OzL.Pro/ExCom/82/66	Key considerations for developing a methodology for establishing the starting point for sustained aggregate reductions for the consumption and production sectors under the Kigali Amendment (decision 81/67(e))
UNEP/OzL.Pro/ExCom/82/67 and Add.1	Development of the cost guidelines for the phase-down of HFCs in Article 5 Countries: Draft criteria for funding (decision 81/67(f))
UNEP/OzL.Pro/ExCom/82/68 and Corrs.1 and 2	Cost-effective options for controlling HFC-23 by-product emissions (decision 81/68(e))
UNEP/OzL.Pro/ExCom/82/69	Key aspects related to HFC-23 by-product control technologies: options related to the control of HFC-23 by-product emissions in Argentina (decision 81/68)
UNEP/OzL.Pro/ExCom/82/70	Matters relevant to the Multilateral Fund arising from the 40th Meeting of the Open-ended Working Group and the Thirtieth Meeting of the Parties to the Montreal Protocol
UNEP/OzL.Pro/ExCom/83/40	Ways to operationalize paragraph 16 of decision XXVIII/2 and paragraph 2 of decision XXX/5 of the Parties (Decision 82/83(c))

Document number	Title
UNEP/OzL.Pro/ExCom/83/41	Information on relevant funds and financial institutions mobilizing resources for energy efficiency that may be utilized when phasing down HFCs (Decision 82/83(d))
UNEP/OzL.Pro/ExCom/83/42	Summary of the report by the Technology and Economic Assessment Panel on matters related to energy efficiency with regard to the issues identified in decision 82/83(e) (Decision 82/83(f))
UNEP/OzL.Pro/ExCom/83/43	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Draft criteria for funding (Decision 82/84)
UNEP/OzL.Pro/ExCom/83/44	Key aspects related to HFC-23 by-product control technologies
UNEP/OzL.Pro/ExCom/84/66	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: Draft criteria for funding
UNEP/OzL.Pro/ExCom/84/67	Paper on ways to operationalize paragraph 16 of decision XXVIII/2 and paragraph 2 of decision XXX/5 of the Parties
UNEP/OzL.Pro/ExCom/84/68	Paper on information on relevant funds and financial institutions mobilizing resources for energy efficiency that may be utilized when phasing down HFCs
UNEP/OzL.Pro/ExCom/84/69	Updated summary of the report by the Technology and Economic Assessment Panel on matters related to energy efficiency with regard to the issues identified in decision 82/83(e)
UNEP/OzL.Pro/ExCom/84/70	Key aspects related to HFC-23 by-product control technologies
UNEP/OzL.Pro/ExCom/86/86	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: draft criteria for funding (decision 84/87)
UNEP/OzL.Pro/ExCom/86/87	Potential strategies, policy measures and commitments, as well as projects and activities that could be integrated within stage I of HFC phase down plans for Article 5 countries (decision 84/54(b))
UNEP/OzL.Pro/ExCom/86/88	Draft guidelines for the preparation of HFC phase-down plans for Article 5 countries (decision 84/54(a))
UNEP/OzL.Pro/ExCom/86/89	Analysis of the level and modalities of funding for HFC phase-down in the refrigeration servicing sector (decisions 83/65(b) and 84/86(b)(ii))
UNEP/OzL.Pro/ExCom/87/44	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: draft criteria for funding (decision 84/87)
UNEP/OzL.Pro/ExCom/87/45	Potential strategies, policy measures and commitments, as well as projects and activities that could be integrated within stage I of HFC phase-down plans for Article 5 countries (decision 84/54(b))
UNEP/OzL.Pro/ExCom/87/46	Draft guidelines for the preparation of HFC phase-down plans for Article 5 countries
UNEP/OzL.Pro/ExCom/87/47	Analysis of the level and modalities of funding for HFC phase-down in the refrigeration servicing sector (decisions 83/65(b) and 84/86(b)(ii))
UNEP/OzL.Pro/ExCom/88/69	Update on the analysis of the implications of parallel or integrated implementation of HCFC phase-out and HFC phase-down activities (decision 84/86(a))
UNEP/OzL.Pro/ExCom/88/70	Development of the cost guidelines for the phase-down of HFCs in Article 5 countries: draft criteria for funding (decision 84/87)
UNEP/OzL.Pro/ExCom/88/71	Potential strategies, policy measures and commitments, as well as projects and activities that could be integrated within stage I of HFC phase-down plans for Article 5 countries (decision 84/54(b))
UNEP/OzL.Pro/ExCom/88/72	Analysis of the level and modalities of funding for HFC phase-down in the refrigeration servicing sector (decisions 83/65(b) and 84/86(b)(ii))

4.7. Final reports of the Executive Committee meetings

Final reports of the Executive Committee include the full text of all decisions taken at that particular meeting. Since the 17th Executive Committee meeting, each decision has been assigned a “decision number” consisting of the number of the meeting followed by forward slash (/) and a running number assigned to each decision of that meeting. For example, “decision 84/6” is the sixth decision that was taken at the 84th meeting. Since the 39th meeting, the most significant decisions and discussions of each meeting are summarized in a post-meeting summary available on the Fund’s website.

Table A4.5: Final reports of the Executive Committee meetings

Meeting	Document number of final report
1 st	OzL.Pro/ExCom/1/2
2 nd	UNEP/OzL.Pro/ExCom/2/5/Rev.1
3 rd	UNEP/OzL.Pro/ExCom/3/18/Rev.1
4 th	UNEP/OzL.Pro/ExCom/4/13/Rev.2
5 th	UNEP/OzL.Pro/ExCom/5/16
6 th	UNEP/OzL.Pro/ExCom/6/12
7 th	UNEP/OzL.Pro/ExCom/7/30
8 th	UNEP/OzL.Pro/ExCom/8/29
9 th	UNEP/OzL.Pro/ExCom/9/20
10 th	UNEP/OzL.Pro/ExCom/10/40
11 th	UNEP/OzL.Pro/ExCom/11/36
12 th	UNEP/OzL.Pro/ExCom/12/37
13 th	UNEP/OzL.Pro/ExCom/13/47
14 th	UNEP/OzL.Pro/ExCom/14/15
15 th	UNEP/OzL.Pro/ExCom/15/45
16 th	UNEP/OzL.Pro/ExCom/16/20
17 th	UNEP/OzL.Pro/ExCom/17/60
18 th	UNEP/OzL.Pro/ExCom/18/75
19 th	UNEP/OzL.Pro/ExCom/19/64
20 th	UNEP/OzL.Pro/ExCom/20/72
21 st	UNEP/OzL.Pro/ExCom/21/36
22 nd	UNEP/OzL.Pro/ExCom/22/79/Rev.1
23 rd	UNEP/OzL.Pro/ExCom/23/68
24 th	UNEP/OzL.Pro/ExCom/24/47
25 th	UNEP/OzL.Pro/ExCom/25/68
26 th	UNEP/OzL.Pro/ExCom/26/70
27 th	UNEP/OzL.Pro/ExCom/27/48
28 th	UNEP/OzL.Pro/ExCom/28/57
29 th	UNEP/OzL.Pro/ExCom/29/65
30 th	UNEP/OzL.Pro/ExCom/30/41
31 st	UNEP/OzL.Pro/ExCom/31/61
32 nd	UNEP/OzL.Pro/ExCom/32/44
33 th	UNEP/OzL.Pro/ExCom/33/32
34 th	UNEP/OzL.Pro/ExCom/34/58 and Corr.1
35 th	UNEP/OzL.Pro/ExCom/35/67
36 th	UNEP/OzL.Pro/ExCom/36/36
37 th	UNEP/OzL.Pro/ExCom/37/71
38 th	UNEP/OzL.Pro/ExCom/38/70/Rev.1
39 th	UNEP/OzL.Pro/ExCom/39/43
40 th	UNEP/OzL.Pro/ExCom/40/50
41 st	UNEP/OzL.Pro/ExCom/41/87 and Corr.1, 2, 3
42 nd	UNEP/OzL.Pro/ExCom/42/54 and Corr.1
43 rd	UNEP/OzL.Pro/ExCom/43/61

Meeting	Document number of final report
43 rd	UNEP/OzL.Pro/ExCom/43/61/Corr.1
44 th	UNEP/OzL.Pro/ExCom/44/73 and Corr.1
45 th	UNEP/OzL.Pro/ExCom/45/55
46 th	UNEP/OzL.Pro/ExCom/46/47
47 th	UNEP/OzL.Pro/ExCom/47/61
48 th	UNEP/OzL.Pro/ExCom/48/45 and Corr.1
49 th	UNEP/OzL.Pro/ExCom/49/43
50 th	UNEP/OzL.Pro/ExCom/50/62
51 st	UNEP/OzL.Pro/ExCom/51/46
52 nd	UNEP/OzL.Pro/ExCom/52/55
53 rd	UNEP/OzL.Pro/ExCom/53/67
54 th	UNEP/OzL.Pro/ExCom/54/59
55 th	UNEP/OzL.Pro/ExCom/55/53 and Corr.1 and 2
56 th	UNEP/OzL.Pro/ExCom/56/64 and Corr.1
57 th	UNEP/OzL.Pro/ExCom/57/69
58 th	UNEP/OzL.Pro/ExCom/58/53 and Corr.1
59 th	UNEP/OzL.Pro/ExCom/59/59
60 th	UNEP/OzL.Pro/ExCom/60/54
61 st	UNEP/OzL.Pro/ExCom/61/58
62 nd	UNEP/OzL.Pro/ExCom/62/62
63 rd	UNEP/OzL.Pro/ExCom/63/60 and Corr.1
64 th	UNEP/OzL.Pro/ExCom/64/53
65 th	UNEP/OzL.Pro/ExCom/65/60 and Corr.1
66 th	UNEP/OzL.Pro/ExCom/66/54 and Corr.1 and 2
67 th	UNEP/OzL.Pro/ExCom/67/39 and Corr.1
68 th	UNEP/OzL.Pro/ExCom/68/53 and Corr.1, 2 and 3
69 th	UNEP/OzL.Pro/ExCom/69/40
70 th	UNEP/OzL.Pro/ExCom/70/59
71 st	UNEP/OzL.Pro/ExCom/71/64 and Corr.1
72 nd	UNEP/OzL.Pro/ExCom/72/47 and Corr.1
73 rd	UNEP/OzL.Pro/ExCom/73/62
74 th	UNEP/OzL.Pro/ExCom/74/56
75 th	UNEP/OzL.Pro/ExCom/75/85
76 th	UNEP/OzL.Pro/ExCom/76/66
77 th	UNEP/OzL.Pro/ExCom/77/76
78 th	UNEP/OzL.Pro/ExCom/78/11
79 th	UNEP/OzL.Pro/ExCom/79/51
80 th	UNEP/OzL.Pro/ExCom/80/59
81 st	UNEP/OzL.Pro/ExCom/81/58
82 nd	UNEP/OzL.Pro/ExCom/82/72
83 rd	UNEP/OzL.Pro/ExCom/83/48 and Corr.1 and 2
84 th	UNEP/OzL.Pro/ExCom/84/75
85 th	UNEP/OzL.Pro/ExCom/85/67
86 th	UNEP/OzL.Pro/ExCom/86/100
87 th	UNEP/OzL.Pro/ExCom/87/58
88 th	UNEP/OzL.Pro/ExCom/88/79

4.8. External information resources

4.8.1. Ozone Secretariat

Website: <http://ozone.unep.org>

The Ozone Secretariat is the Secretariat for the Vienna Convention for the Protection of the Ozone Layer and for the Montreal Protocol on Substances that Deplete the Ozone Layer. This website provides background information on the Montreal Protocol, access to Montreal Protocol meeting documents and reports. It also provides PDF version of the Ozone Secretariat's publications, including the Handbook for the International Treaties for the Protection of the Ozone Layer. A section providing data reporting tools and access to Article 7 data by year, party, and Annex group of substances is included.

Handbook for the Vienna Convention for the Protection of the Ozone Layer

The Handbook, which incorporates an updated list of all decisions adopted by the Conference of the Parties to the Vienna Convention, is divided into four main sections. Section 1 provides the full text of the Vienna Convention. Section 2 provides all the decisions of the Conference of the Parties in sub-sections relating to each meeting, and each article of the Convention, as well as an index to the decisions by subject-matter. Section 3 deals with the Rules of Procedure for the meetings of Conference of the Parties. The 12th edition (2019) is available at https://ozone.unep.org/sites/default/files/2019-07/VCHandbook_W_2019.pdf .

Handbook for the Montreal Protocol on Substances that Deplete the Ozone Layer

The Handbook is intended to provide the reader with all details of the legal and policy actions taken by the world community to protect the ozone layer. It is divided into five sections. Section 1 provides the text of the Montreal Protocol. Section 2 provides all the decisions of the annual Meetings of the Parties arranged by Article of the Protocol, and an index to the decisions by subject matter. Section 3 contains the relevant annexes to the decisions of the Parties including those on destruction procedures, essential use exemptions, the assessment panels, critical use exemptions for methyl bromide, the non-compliance procedure, the Multilateral Fund, finance and declarations by the Parties. Section 4 deals with the Rules of Procedure for the meetings of the Parties to the Montreal Protocol. Section 5 contains historic evolution of the Montreal Protocol. The 14th edition (2020) is available at <https://ozone.unep.org/sites/default/files/Handbooks/MP-Handbook-2020-English.pdf> .

4.8.2. UNEP OzonAction

Guide for National Ozone Officers

Information tailored to the needs of NOOs can be found in this Guide, prepared by the CAP of the UNEP's OzonAction. It aims to support NOUs and the Fund's country-driven approach. It is based on the experiences of numerous NOOs around the world, international agencies and individual experts. It is available at <https://www.unenvironment.org/ozonaction/resources/toolkits-manuals-and-guides/unep-guide-national-ozone-officers> .

4.8.3. Websites of implementing agencies

UNDP

Website:

<https://www.undp.org>

UNEP OzonAction

Website:

<https://www.unep.org/ozonaction/>

UNIDO

Website:

<https://www.unido.org/our-focus/safeguarding-environment/implementation-multilateral-environmental-agreements/montreal-protocol>

World Bank

Website:

<http://www.worldbank.org/en/topic/climatechange/brief/montreal-protocol>*4.8.4. Websites of related organizations***Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC)**Website: <https://www.ccacoalition.org>

The CCAC was launched by the UNEP and six countries—Bangladesh, Canada, Ghana, Mexico, Sweden and the United States—on February 16, 2012. The CCAC aims to catalyse rapid reductions in short-lived climate pollutants to protect human health, agriculture and the environment. To date more than US \$47 million has been pledged to the Climate and Clean Air Coalition from Canada, Denmark, the European Commission, Germany, Japan, the Netherlands, Norway, Sweden, and the United States. The program is managed out of the UNEP through a Secretariat in Paris, France.

Climate Technology Centre and Network (CTCN)Website: <https://www.ctc-n.org>

The Climate Technology Centre and Network (CTCN) is the operational arm of the UNFCCC Technology Mechanism and it is hosted and managed by UNEP in collaboration with UNIDO and with the support of 11 Centres of Excellence located in developing and developed countries. The Climate Technology Centre (CTC) is responsible for overall coordination, development of the Climate Technology Network (CTN), and liaison with national designated entities (NDEs) and is backed by the consortium of partners. The website includes information about CTCN, its activities and advisory board.

Global Environment FacilityWebsite: <http://www.thegef.org>

The GEF support to Montreal Protocol has moved from separate Chemicals Focal Areas (ODS and Persistent Organic Pollutants) to having one, fully integrated Chemicals and Waste Focal Area, including POPs, Mercury, ODS, and the Strategic Approach to International Chemicals Management. The GEF funds projects that enable Countries with Economies in Transition (CEIT) including the Russian Federation and countries in Eastern Europe and Central Asia to phase out their use of ODS. The website includes information about participants and partners, its operational policies, focal areas and specific projects, and scheduled events and meetings. There is also a searchable database of GEF projects that includes information/data on projects and links to project and evaluation documents.

Green Climate FundWebsite: <http://www.greenclimate.fund>

The purpose of the Green Climate Fund is to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. The Fund contribute to the achievement of the objectives of the United Nations Framework Convention on Climate Change (UNFCCC). The website contains information on the Fund's Board and Secretariat, projects and programmes, and includes documents for Board meetings.

Joint Secretariat of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposals, the Rotterdam Convention on Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade and the Stockholm Convention on Persistent Organic PollutantsWebsite: <http://www.brsmeas.org>

The websites of the three conventions share the same platform. The section of the website on synergies includes background on the synergies process, the Secretariats' joint management, joint services and joint activities.

The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal

Website: <http://www.basel.int>

The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal is a comprehensive global environmental agreement on hazardous and other wastes. The website provides information on the Convention, its Secretariat and associated meetings and includes documents, reports and publications.

Rotterdam Convention on Prior Informed Consent

Website: <http://www.pic.int>

The Rotterdam Convention, in force since 2004, covers the international trade of certain hazardous chemicals. It stipulates that the export of the most dangerous pesticides and chemicals can only be authorised with the "prior informed consent" (PIC) of the receiving country. The website includes information on the Rotterdam Convention, official documents and the PIC Circulars.

The Stockholm Convention on Persistent Organic Pollutants (POPs)

Website: <http://chm.pops.int>

The Stockholm Convention is a global treaty to protect human health and the environment from persistent organic pollutants (POPs). POPs are chemicals that remain intact in the environment for long periods, become widely distributed geographically, accumulate in the fatty tissue of living organisms and are toxic to humans and wildlife. POPs circulate globally and can cause damage wherever they travel. The website provides information on the Convention, its programmes, Parties, partners and official documents and information on meetings. The Electronic Reporting System for national reports under Article 15 of the Convention is also available.

Kigali Cooling Efficiency Programme (K-CEP)

Website: <http://www.k-cep.org>

K-CEP is a philanthropic programme to support the Kigali Amendment of the Montreal Protocol and focuses on the energy efficiency of cooling to increase and accelerate the climate and development benefits of the Kigali Amendment to phase down HFCs. The website presents information on K-CEP's programmatic areas of focus and funding.

Strategic Approach to International Chemicals Management (SAICM)

Website: <http://www.saicm.org>

UNEP Governing Council, at its seventh Special Session in February 2002, adopted a decision on a "Strategic Approach to International Chemicals Management" (SAICM). The SAICM initiative aims to create a global standard for the safe use of chemicals, especially as much of their production has shifted to developing countries. The website contains information on SAICM implementation, and meetings and documents pertaining to the SAICM process.

UNEP's Chemicals and Waste Sub-programme

Website: <https://www.unep.org/explore-topics/chemicals-waste>

The website of UNEP's Sub-programme on Chemicals and Waste includes sections on policy and governance, special programme, emerging issues, POPs, Environment, health and pollution and links to chemicals and waste-related UNEP documents and publications.

United Nations Framework Convention on Climate Change

Website: <http://www.unfccc.int>

The United Nations Convention on Climate Change sets an overall framework for intergovernmental efforts to tackle the challenge posed by climate change. It recognizes that the climate system is a shared resource whose stability can be affected by industrial and other emissions of carbon dioxide and other greenhouse gases. The website site provides information on the Convention, its Secretariat and associated meetings and activities.

4.8.5. *Other websites*

Montreal Protocol Who's Who

Website: <https://montrealprotocolwhoswho.org>

This website provides biographical details of visionaries, innovators and implementers making the Montreal Protocol a global environmental success story.

ACRONYMS

BCM	Bromochloromethane
CAP	Compliance Assistance Programme
CCAC	Clean Air Coalition to Reduce Short-Lived Climate Pollutants
CEIT	Country with economies in transition
CFC	Chlorofluorocarbon
CMU	Country Management Unit
COP	Conference of the Parties
CRP	Conference room paper
CTC	Carbon tetrachloride
CTCN	Climate Technology Centre and Network
DMFA	De Minimis Funding Agreement
ECR	Emerging compliance regime
ERP	Enterprise resource planning
FERM	Fixed-exchange-rate mechanism
GA	Grant agreement
GCF	Green Climate Fund
GEF	Global Environment Facility
GWP	Global-warming potential
HCFC	Hydrochlorofluorocarbon
HFC	Hydrofluorocarbon
HPMP	HCFC phase-out management plan
HPPMP	HCFC production phase-out management plan
ICAO	International Civil Aviation Organization
IPSAS	International Public Sector Accounting Standards
IS	Institutional strengthening
K-CEF	Kigali Cooling Efficiency Fund
KIP	Kigali HFC implementation plans
LPAC	Local project appraisal committee
LVC	Low-volume-consuming (countries)
MOP	Meeting of the Parties
MPU	Montreal Protocol Unit
MYA	Multi-year agreement
NCPP	National CFC phase-out plan
NDE	National designated entity
NGO	Non-governmental organization
NOO	National ozone officer
NOU	National ozone unit
NPP	National phase-out plan
ODP	Ozone-depleting potential
ODS	Ozone-depleting substance
OEWG	Open-Ended Working Group
OORG	Ozone Operations Resource Group
OTF	Ozone Trust Fund
PAD	Project appraisal document
PCA	Project Cooperation Agreement
PCN	Project concept note
PCR	Project completion report

PIC	Prior informed consent
POP	Persistent organic pollutant
RMP	Refrigerant management plan
SAICM	Strategic Approach to International Chemicals Management
SMEO	Senior Monitoring and Evaluation Officer
SSA	Special Service Agreement
SSFA	Small Scale Funding Agreement
TCA	Trichloroethane
TEAP	Technology and Economic Assessment Panel
TPMP	Terminal phase-out management plan
TTL	Task team leader
UNON	United Nations Office at Nairobi
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNIDO	United Nations Industrial Development Organization

EXCOM MEMBERS 2022

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