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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Thirty-second Meeting  
Ouagadougou, 6-8 December 2000

**WORK PROGRAMME OF UNEP FOR THE YEAR 2001**

## COMMENTS AND RECOMMENDATIONS FROM THE FUND SECRETARIAT

1. UNEP is requesting approval from the Executive Committee of US \$3,008,060 for its 2001 work programme as indicated in Table 1.

**Table 1**

### UNEP 2001 Work Programme

Country / Region	Type of Activity	Activity/Project	Amount Requested (US \$)	Amount Approved in 2000 (US \$)	Amount Recommended (US \$)
Africa	Networking	African region networks (French-speaking, English-speaking)	464,000	452,550	464,000
Asia	Networking	West Asia regional network	124,000	120,750	124,000
Asia	Networking	Asia regional networks (South-East & Pacific and South Asia)	225,000	219,450	225,000
LAC	Networking	Latin American region network (LCA South, LAC Central, LAC Caribbean)	429,000	418,950	429,000
Global	Recurring Info. Exchange	Source and repackage prioritised sectoral data from world wide sources	121,000	117,600	121,000
Global	Recurring Info. Exchange	Update the OAIC CD-Rom	71,000	69,300	71,000
Global	Recurring Info. Exchange	Regional awareness raising and South-South assistance	80,000	0	80,000
Global	Recurring Info. Exchange	Disseminate awareness material, technical and policy information	346,000	357,000	346,000
Global	Recurring Info. Exchange	Provide direct query-response service	86,000	84,000	86,000
Global	Recurring Info. Exchange	Publish the OzonAction newsletter and special supplements	320,000	364,000	320,000
Global	Recurring Info. Exchange	Maintain contact database of experts and mailing list for OzonAction Programme publications	45,000	44,000	45,000
Global	Recurring Info. Exchange	Provide international Halon Bank Management Information Clearinghouse services	76,000	93,450	76,000
Global	Non-recurring Info. Exchange	Deliver the OzonAction newsletter and other information through world wide web home page site	40,000	26,250	40,000
Global	Other	Conduct outreach at conferences and workshops	55,000	55,000	55,000
Global	Other	Support to national activities	30,000	30,000	30,000
Global	Other	Advisory and expert group meetings	75,000	75,000	75,000
Global	Other	Travel	75,000	75,000	75,000
Sub-Total			2,662,000	2,602,300	2,662,000
Agency support costs			346,060	338,299	346,060
<b>Total:</b>			<b>3,008,060</b>	<b>2,940,599</b>	<b>3,008,060</b>

### Reprioritisation of recurring activities

2. UNEP indicated a reprioritisation of its recurring information exchange activities to include regional awareness and South-South assistance.

3. At its 21<sup>st</sup> Meeting, the Executive Committee defined recurring information-exchange activities as those activities that are ongoing in nature (namely, the collection of sectoral data from world-wide sources; updated OAIC diskette version; dissemination of information materials; direct query-response service; maintenance of contact database of experts and mailing list of OzonAction programme publications; halon bank management clearing-house services; and publication of the OzonAction newsletter and special supplements (Decision 21/14(a)).
4. The Committee also decided that UNEP should have the flexibility to apportion, according to its own priorities, the amount referred to above (Decision 21/14(f)).
5. UNEP's reprioritisation is a result of a reduction of the budgets of existing recurring information exchange activities to provide funds for the creation of a new activity in the amount of US \$80,000 for regional awareness raising and South-South assistance. The new activity is intended to encourage greater participation, involvement and ownership of the phase out process by the countries concerned and to provide the impetus needed to enable the countries to meet their freeze requirements and subsequent control measures.
6. The funding for this activity is based on an overall increase of 2.5 per cent for UNEP's recurring information exchange programme and a reduction in the budgets of dissemination of awareness materials (from US \$357,000 in 2000 to US \$346,000 in 2001); OzonAction newsletter (from US \$364,000 in 2000 to US \$320,000 in 2001); Halon Bank Information Clearinghouse (from US \$93,450 in 2000 to US \$76,000 in 2001) and less than 2.5 per cent increases for other recurring activities.
7. It should be noted that UNEP has provided regional awareness and south-south cooperation through its recurring budget for information exchange and networking in the past and through funds approved for activities such as UNEP's annual travel budget (US \$75,000) and support to national activities (US \$30,000).
8. Moreover, UNEP has included additional funding requests for regional awareness activities as part of its 2001 business plan that would be submitted as work programme amendments at future meetings of the Executive Committee including "Awareness Raising Projects in the 7 ODS Producing Countries/Global Public Awareness and Education Campaign" (US \$1 million over five years, including US \$200,000 in 2001); "Regional Compliance Workshops (US \$128,000); "Sub-Regional Harmonisation of Legislation and Regulatory Mechanism" (US \$520,000); "Regional workshops on Methyl Bromide Alternatives" (US \$300,000); "Awareness Raising in China to support the Ratification of the Copenhagen Amendment" (US \$100,000); and "Train Local Authorities in China on Montreal Protocol Policy (US \$1.35 million spread, not proportionately, over four year with US \$300,000 in 2001).
9. UNEP indicated that the regional awareness and south-south assistance would be administered through the regional networks. UNEP also indicated that this would entail the countries applying to the regional network co-ordinators (RNCs) for assistance. RNCs would decide what support was to be provided based on regional priorities. UNEP indicated that there would no longer be a separate programme administered from Paris for national support activities.

### **Recurring information exchange and networking**

10. At its 21<sup>st</sup> Meeting, the Executive Committee decided that recurring information-exchange activities and networking would be capped at the funding levels approved for UNEP's 1996 work programme, i.e., US \$1.05 million for recurring information exchange and US \$1.1 million for networking. It also decided that the levels of funding for those activities would not be increased in future years except by a factor of up to 5 per cent to cover inflation (Decision 21/14(d)). The Committee approved a 5 per cent increase over the 1999 budget as part of UNEP's 2000 work programme.

11. UNEP has applied a 2.5 per cent increase overall to network and recurring information exchange activities over the level approved for these activities in 2000. UNEP provided a justification for this increase that is attached to UNEP's work programme.

### **RECOMMENDATIONS**

The Project Review Sub-Committee may wish to consider recommending to the Executive Committee to:

1. Consider the re-prioritisation of UNEP's recurring information exchange in the light of the activities UNEP is planning in its business plan as indicated in paragraphs 7 and 8 above.
2. Consider the implications of the administration of regional awareness and south-south assistance through regional network co-ordinators that was indicated in paragraph 9 above.
3. Approve UNEP's 2001 work programme in the amount of US \$2,662,000 and US \$346,060 in support costs.



# United Nations Environment Programme

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PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE

ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

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# UNEP 2001 WORK PROGRAMME

PRESENTED TO THE  
32ND MEETING OF THE EXECUTIVE COMMITTEE  
OF THE MULTILATERAL FUND FOR THE IMPLEMENTATION  
OF THE MONTREAL PROTOCOL

OCTOBER 2000

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## Introduction

Developing countries are at a critical stage in their implementation of the Montreal Protocol. The need to shift the focus from individual projects to ensuring overall compliance<sup>1</sup> has been the underpinning theme of the proposed Strategic Planning and the draft three-year Business Plan for 2000-2002<sup>2</sup>.

UNEP's 2001 Work Programme reflects the following compliance priorities:

- Countries that have not yet met the CFC freeze urgently require focused non-investment support to enable them to achieve compliance.
- Countries that have already achieved the freeze need assistance to ensure that the successes already achieved are sustained and their phase out momentum is maintained.
- Nearly all Article 5 countries require activities to help them prepare for compliance with the control measures in 2002 for halons and methyl bromide, and 2005 for CFCs and CTC.

## I. Basis for this Work Programme

This Work Programme has been developed in accordance with UNEP's draft 2001 Business Plan and takes into consideration the input received from National Ozone Units (NOUs). A separate feedback system of 8 sub-regional Networks of ODS Officers consisting of 100 developing countries has contributed to the formulation of these activities. Specific sources consulted or invited to submit need-based activities for inclusion in this Work Programme include, *inter alia*:

- *Comments on Potential Activities for Inclusion in the 2001/2002 Business Plans* (Multilateral Fund Secretariat, as per Executive Committee Decision 30/57)
- Inputs from Implementing and Bilateral agencies
- The latest TEAP and TOC assessment reports
- Decisions of the Meetings of the Parties and the Implementation Committee
- Reports of the following meetings held in 2000: Regional Networks of ODS Officers, national and regional training workshops, UNEP's Informal Advisory Group, and the Executive Committee.

In addition to this Work Programme, UNEP expects to submit amendments in 2001 in response to country requests.

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<sup>1</sup> Compliance is achieved when a Party demonstrates through its reported data that it fully meets a specific legal obligation under the Protocol according to the agreed timetable.

<sup>2</sup> *Report of the 30<sup>th</sup> Meeting of the Executive Committee* (UNEP/OzL.Pro/ExCom/30/41), paragraph 87.

## II. Programme Overview

Eight regional and sub-regional Networks of more than 100 NOUs will be the principal mechanisms through which UNEP delivers assistance to Article 5 countries. Completion of Country Programmes (CPs) in 75 countries, continuation of the Institutional Strengthening (IS) projects in 70 countries, initiation of Refrigerant Management Plans (RMPs) in 45 countries, operation of an information clearinghouse on a global basis, and training programmes in almost every Article 5 country have provided UNEP's OzonAction Programme under the Multilateral Fund an opportunity to continue to strengthen the capacity of NOUs and, through them, the governments in Article 5 countries to plan and strategize their national commitments under the Montreal Protocol. Through the NOUs and using various communication media, including Internet and e-mail, UNEP outreaches these services to other key national target groups, such as industry, industry associations, and the general public. With such enabling services and encouragement and guidance provided by UNEP, the NOUs and principal stakeholders are empowered to make technological choices and to undertake the policy actions required to phase out ODS in an expeditious and sustainable manner.

UNEP designs and implements its “enabling” services based on the needs of Article 5 countries and through a Logical Framework Approach (LFA)<sup>3</sup> and Result Management Module (RMM). These services complement and support the investment and technical assistance projects of the other Implementing and Bilateral Agencies<sup>4</sup>. Complimentarity, synergy and cooperation with the activities of those agencies continue to be key criteria for UNEP in developing its Business Plan and implementing the projects contained therein.

UNEP's services for Article 5 countries are organized as follows:

- Clearinghouse activities and Regional Networks of NOUs that promote the exchange of information, experience and know-how required by Article 5 countries to meet their commitments under the Montreal Protocol, including that required to set and monitor policies, adopt technologies, report data, and manage the NOU effectively.
- Country-specific and regional support activities that primarily assist low-volume consuming countries (LVCs) that do not have major investment projects. Country-specific projects include the formulation of Country Programmes/Refrigerant Management Plans (CP/RMPs) and the associated Institutional Strengthening (IS) projects, training to implement RMPs and Terminal Phase-out Management Plans (TPMPs). Regional-level activities include workshops and training that promote regional cooperation.

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<sup>3</sup> For example, see “Regional Networks”.

<sup>4</sup> This also includes complimentarity with ozone-related Global Environment Facility (GEF) activities, Finnish Trust Fund, Swedish Trust Fund and support from the Governments of the Netherlands and Italy which are over and above the contributions to the Multilateral Fund.

Following Executive Committee Decision 21/14, UNEP's Work Programme activities are divided into two categories:

- "Recurring" activities include information exchange<sup>5</sup> and Networking of ODS Officers. These are "capped" each year at a specific funding level, plus up to 5% to allow for inflation.<sup>6</sup> On an annual basis, UNEP re-prioritizes its activities within this budget based on feedback it receives through, *inter alia*, the Regional Networks, the Executive Committee and its Informal Advisory Group (IAG).
- "Non-recurring" activities are projects submitted for the consideration of the Executive Committee on the basis of country specific need-based proposals.

### III. Programme Focus and Priorities

As in previous years, this portion of UNEP's 2001 Work Programme addresses recurring activities only. The second half of this Work Programme (i.e. the non-recurring elements) will be proposed by UNEP later in 2001, as per the agreement with the Executive Committee.

In 2001, the programme will continue through its recurring activities to assist Article 5 countries in achieving compliance with the various control measures, especially the CFC freeze and subsequent reductions, and the 2002 freeze of halons and methyl bromide. UNEP will also support countries' efforts to implement the various Decisions of the Parties (e.g. establishment of import control and licensing systems). Additionally, the programme will assist Article 5 countries with maintaining the phase-out momentum and sustaining compliance.

This assistance will be provided in the context of the following objectives that have guided the programme in the past, and which shall continue in 2001:

- Provide services that strengthen NOUs to enable their countries to successfully phase-out ODS in compliance with the Montreal Protocol. This includes providing:
  - *Technical and policy information* required to take informed decisions about implementing approved investment and non-investment projects to achieve compliance;
  - *Training* that builds skills and strengthens local technical capacity and managerial expertise required to maintain the phase-out momentum;
  - *Opportunities for exchanging experiences with their peers* in the region and from developed countries, who can transfer lessons learned and exert constructive "peer

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<sup>5</sup> Collection of sectoral data from worldwide sources; updated OAIC Database; dissemination of information materials; direct query response service; maintenance of contact database of experts and mailing list of OzonAction programme publications; halon bank management clearinghouse services; publication of the OzonAction newsletter and special supplements.

<sup>6</sup> The specific items most susceptible to inflation are staff costs and travel.

pressure" to those lagging behind in phase-out activities to achieve and sustain compliance.

- Promote low-cost phase-out particularly in LVCs without major investment costs through proper management of ODS, containment and emission reduction methods, and sector and national strategy development (e.g. RMPs, TPMPs, halon management plans).

#### **IV. Evolving Needs and Re-prioritisation**

Through its clearinghouse and Networking activities, UNEP will respond to the evolving and new needs of Article 5 countries in 2001.

In the context of the Strategic Planning exercise, and consistent with and continuing its work in regional capacity building, UNEP proposes to make additional resources available for the regions to undertake prioritized country-driven activities in awareness raising and support South-South assistance. This will encourage greater participation, involvement and ownership of the phase out process by the countries concerned, and provide the impetus needed to enable the countries to meet their freeze requirements and subsequent control measures. In line with the current emphasis on country-driven need assessments, the specific activities to be undertaken would be identified as priorities at the regional level and agreed through the Regional Networks.

In order to make resources available for this new regional support initiative, UNEP has reprioritised its "recurring" clearinghouse activities accordingly. The implications of this re-prioritisation includes the following:

- Information dissemination costs will be reduced in response to the increased dissemination of materials through the Regional Network meetings, as well as the use of e-forums and other Internet tools.
- Although the same level of quality and scope will be maintained, the number of issues of the OzonAction newsletter will be reduced to three instead of four per year. There will also be no special supplements produced.
- While continuing to provide support for halon banking, this project activity will be addressed within other activities (e.g. Networking, web site, and data collection) and the resources redirected to national support activities.
- The role of Internet will be emphasised for information exchange and data collection activities and to support Networking activities
- National support activities will now be administered through the Regional Networks and based on priorities agreed by the participating NOUs.

## V. Programme Summary: Content and Costs

Activity	US\$ 1000	
	Budget	Totals
<b>RECURRING ACTIVITIES<sup>7</sup></b>		
<i>Clearinghouse</i>		
Source and repackage prioritized sectoral data from worldwide sources	121	
Update the OAIC CD-ROM	71	
Disseminate awareness materials, technical and policy information	346	
Provide direct query-response service	86	
Publish the <i>OzonAction</i> newsletter and special supplements	320	
Maintain contact data base of experts and mailing list for OzonAction Programme publications	45	
Deliver the OzonAction newsletter and other information through world wide web home page site	40	
Provide International Halon Bank Management Information Clearinghouse services	76	
Regional awareness raising and South-South assistance	80	
<b>SUB-TOTAL</b>		1185
<i>Regional Networks</i>		
Asia (South East Asia & Pacific and South Asia)	225	
Latin America (LAC South, LAC Central, LAC Caribbean)	429	
Africa (French-speaking, English-speaking)	464	
West Asia	124	
<b>SUB-TOTAL</b>		1242
<b>TOTAL FOR RECURRING ACTIVITIES</b>		2427
<b>NON-RECURRING ACTIVITIES</b>		
<i>Clearinghouse</i>		
Conduct outreach at conferences and workshops	55	
<i>Training</i>		
Support to national activities	30	
<i>Travel</i>		
<i>Advisory and expert group meetings</i>	75	
<b>TOTAL FOR NON-RECURRING ACTIVITIES</b>		205
<b>GRAND TOTAL</b>		2632

<sup>7</sup> These costs are adjusted by 2.5 % to meet inflationary costs.

## VI. Programme Details

### A. Recurring Activities

#### 1. *Clearinghouse activities*

##### **Background**

Through regular feedback mechanisms, UNEP has ascertained the key information needs of NOUs to be:

- General awareness about the need to phase-out, how, and when;
- What technical options are currently available;
- How to evaluate and select an appropriate technical option and where to obtain the required technology, equipment, and chemicals;
- How to implement phase-out programmes or projects; and
- How to establish the required policy framework to support ODS phase out activities.

UNEP has developed information clearinghouse services that respond to each of these evolving needs:

- *Sourcing* focussed sectoral data (including halon banking information) from worldwide sources;
- *Repackaging, editing and supplementing* the information so that it meets the needs of target groups;
- *Delivering* the information through a range of communication media; and
- *Conducting* outreach activities.

These activities will continue to be implemented in close cooperation with the TEAP/TOCs, and Implementing and Bilateral Agencies.

In 2001, the following activities will be undertaken within the “recurring clearinghouse” activity:

- Consistent with the Parties’ Decision X/7, UNEP will continue to provide assistance for the development and implementation of strategies for **halon** management at the national and regional levels. A special focus in 2001 will be on data reporting for halons, to verify that the means of data collection result in accurate and verifiable information.
- As part of the collection of sector data, technical and policy **case studies** related to meeting the CFC reduction target and the 2002 freeze target for halons and methyl bromide will be gathered.

- Collect and disseminate to NOUs information related to **new substances** with ozone depleting potential, including any available alternatives.
- Provide assistance to countries in a region to undertake **awareness-raising activities** identified as priorities through the Networks.
- Promote **environmental options that maximize multiple environmental benefits** (e.g. Kyoto and Montreal Protocols) by including components on such topics in information, training and Networking services to be undertaken in 2001.

## **Information Sourcing**

### **1.1 Source prioritized sectoral data from worldwide sources**

#### **Objectives:**

Provide NOUs with up-to-date, quality-reviewed information focussed on CFC, halon and methyl bromide compliance targets. Sourced from world-wide sources, these data address alternative technologies, products and services, regulatory policies, legislation, national, corporate, and NGO phase-out activities, experts and events.

#### **Priority:**

Providing information to sustain the CFC freeze and support the freeze targets of 2002 for halons and methyl bromide and the 2005 reduction targets for CFCs, in particular via email and Internet.

#### **New focus:**

Identify, obtain and repackage existing practical case study data from developed and developing countries.

#### **Description:**

This activity includes:

- Identify, acquire, and condense select critical sectoral information that addresses Article 5 needs;
- Contact industry, industry associations, government, NGOs, Implementing Agencies and their consultants on a regular basis to obtain sectoral information;
- Organise, reformat, compile, and/or repackage the information on technologies and know-how.

#### **Time Frame:**

January 2001 - December 2001

#### **Cost:**

US\$ 121,000

**Project milestones:**

Task	Date (start after approval of project)
Data sourcing	Month 1
Reports prepared	Regularly
Dissemination	Month 12
Submission of PCRs	6 months after project completion

**Formatting/Repackaging Information****1.2 Update the OASIS CD-ROM****Objectives:**

Provide NOUs and others (e.g. Implementing Agency field consultants) with up-to-date technical and policy information via a regular CD-ROM database.

**Priority:**

Provide information to sustain the CFC freeze and support the 2005 reduction, and the 2002 freeze for halons and methyl bromide.

**New focus:**

(a) Include additional information produced by the Ozone Secretariat and Fund Secretariat (b) increase the French and Spanish language content of the CD-ROM (c) Convert the remaining non-electronic OzonAction programme publications into PDF format and include them in the CD-ROM.

**Description:**

This activity includes:

- Update, reproduce and disseminate *one* version of the OASIS CD-ROM;
- Modify the software to include new data sets, add graphics, and improve user-friendliness;
- Modify the software to accommodate revised data sets, such as *inter alia* Multilateral Fund's *Policies, Procedures and Guidelines* document, *Inventory of Approved Projects*;
- Collect feedback about user needs and recommendations for improvement.

**Time Frame:**

January 2001 - December 2001

**Cost:**

US\$ 71,000

**Project milestones:**

Task	Date (start after approval of project)
Identify and retain expert consultant	Month 6
Contract awarded	Month 8
Dissemination	Month 12
Submission of PCRs	6 months after project completion

**Delivery****1.3 Disseminate awareness material, technical, and policy information****Objective:**

Continue to disseminate the sector-specific information collected by the clearinghouse to NOUs, especially information that will be contribute to the Parties' meeting the 2002 freeze targets. The information will continue to be disseminated through a range of delivery mechanisms that are intended to meet the differing needs of developing countries.

**Priority:**

The priority will be to disseminate information that will promote and maintain compliance in this period, such information should be in the form of case studies.

**New focus:**

Information will be disseminated using the regional offices and the network meetings. This will also help in obtaining more proactive feedback on user-friendliness. Such feedback will assist the programme in defining new needs for information, and methods of dissemination.

**Description:**

This activity includes:

- Disseminate sectoral information to developing countries via mail, phone, fax, diskette and email;
- Reproduce documents provided by the clearinghouse (for those publications for which printing costs are not indicated elsewhere in this Work Programme);
- Mail or ship documents to international, regional and other workshops and meetings attended by developing countries and to specific individual requests;
- Collect feedback from countries on how such information is used.

**Time Frame:**

January 2001 - December 2001

**Cost:**

US\$ 346,000

**Project milestones:**

Task	Date (start after approval of project)
Query response	Continuing
Bids requested	As needed
Contract awarded	2 weeks after bids received
Dissemination	Continuing
Submission of PCRs	6 months after project completion

**1.4 Provide direct query-response service****Objectives:**

Provide specific technical and policy information upon request to NOUs, industry and other stakeholders to respond to their need for specific information related to the ODS phase out.

**Priority:**

Provide rapid responses to NOUs and other government departments to specifically support compliance measures.

**New focus:**

Proactively outreach query response service to NOUs as a support for compliance.

**Description:**

Research and respond to technical and policy questions concerning ODS phase-out issues received from government, industry, and other groups in developing countries. Selective response will be provided to developed countries and will be referred to their appropriate national Environmental Protection Agency. The discussion forum will be developed through electronic means where possible.

**Time Frame:**

January 2001 - December 2001

**Cost:**

US\$ 86,000

**Project milestones:**

Task	Date (start after approval of project)
Query response	Continuing
Response made	5 working days after receipt of query
Submission of PCRs	6 months after project completion

## 1.5 Publish the OzonAction newsletter

### Objectives:

Provide the Parties (specifically NOUs, industry, NGOs and ozone protection focal points) with the latest news on ODS phase-out activities worldwide in a newsletter format.

### Priority:

Information included in the newsletters should focus on sustaining compliance and promoting activities to lead to the 2002 freeze of halons/methyl bromide.

### New focus:

(a) Implement Review Board recommendations for improving the newsletter (b) complete the readers' survey (c) reduce newsletter issues to 3 due to re-prioritisation of activities

### Description:

Publish and disseminate the *OzonAction* newsletter worldwide 3 times a year in 5 languages (Arabic, Chinese, English, French, Spanish) containing the latest news from the Executive Committee, the Ozone and Multilateral Fund Secretariats, the Implementing Agencies, Governments, industry and NGOs. This news covers, *inter alia*, technology and product up-dates, the latest scientific findings, and the environmental effects of ozone depletion. The newsletter will highlight success stories of how countries are sustaining the compliance and preparing to meet the 2002 freeze for halons and methyl bromide, and serve as a forum to discuss important and relevant issues related to the Protocol implementation.

### Time Frame:

January 2001 - January 2002

### Cost:

US\$ 320,000

### Project milestones:

Task	Date (start after approval of project)
Bids requested	Month 1
Contract awarded	Month 2
Issues published	Quarterly
Dissemination	One week after each issue is published
Submission of PCRs	6 months after project completion

## 1.6 Maintain contact database of experts and mailing list for OzonAction Programme publications

### Objectives:

To update and regularly maintain the existing mailing list database in order to enable efficient distribution of OzonAction publications to the international ozone protection community.

### Priority:

Improve the cost-effectiveness of information dissemination through sectoral and regional email lists.

### Description:

Regularly inputting, quality reviewing and producing updated lists for use in dissemination activities, including provision of such updated lists to other implementing agencies, the Multilateral Fund and Ozone Secretariats, and others who request them.

### Time Frame:

January 2001 - December 2001

### Cost:

US\$ 45,000

### Project milestones:

Task	Date (start after approval of project)
Contract awarded	Month 1
Mailing list updated	Quarterly
Dissemination	Regularly, as needed
Submission of PCRs	6 months after project completion

## 1.7 Regional awareness raising and South-South assistance

### Objectives:

(1) Provide country- and region-specific assistance in public awareness that will support their phase out and compliance efforts (2) Allow for experiences of ODS Officers to be shared with other NOUs in the region with the goal of allowing countries to meet and sustain their compliance targets.

### Priority:

The project will prioritize activities that have a sub-regional focus in order for the development of materials to be effective, and to be disseminated widely and countries who are in the list of possibly not meeting the 2002 freeze should be considered as priority for assistance.

**Description:**

Countries, through the network meetings will define priorities in their countries or regions on awareness raising. Such activities should not be duplicative of activities already being undertaken through existing IS projects, and should show how this would bring about more benefits for the country and region. Once such priorities are agreed upon by the network, the approach and methodology on how the identified project will be implemented (i.e. through Regional Network Coordinators or countries themselves) will be decided upon, although elements of replicability and adaptability will be high on the list.

Likewise, through the network meetings, it has been gathered that there are quite a number of countries whose successful implementation of their phase out activities are useful for other countries who are faced with difficulties in meeting their own targets. In order for this transfer of experience and information to happen, the approach of sending an ODS Officer to a country having major difficulties in implementing their projects has proven successful in some cases where this has been done (i.e. for the development of country programmes). It is envisioned that this project will carry out this approach to enable countries within the regions to assist each other and benefit from successful experiences. This will consist of a technical visit by the ODS Officer or an expert from a successful country to one who is having problems, with provision to stay there and provide assistance for a week

**Time Frame:**

January 2001 - December 2001

**Cost:**

US\$ 80,000

**Project milestones:**

Task	Date (start after approval of project)
Project identification	Month 3
Development of materials	Month 9
Travel to countries for technical assistance	Start from month 6
Dissemination of materials	Month 12
Submission of PCRs	6 months after project completion

### **1.7 Continue delivering OzonAction Newsletter and other information through World Wide Web home page site**

**Objectives:**

Provide NOUs, industry associations and other target groups in Article 5 countries with the OzonAction Newsletter and other information via an Internet web site.

**Priority:**

(a) Enhance and promote the existing on-line discussion forums (methyl bromide alternatives, cross-cutting issues), both public and with limited access (b) develop new sector-specific modules and applications.

**New focus:**

Identifying, collecting and linking existing information from other web sites, and including it on the web site in a user-friendly interface.

**Description:**

Maintain and develop a web site, including conversion of the OzonAction Newsletter and other key information sources into HTML, portable document format (PDF) and other formats required for use on the Internet. Activities include:

- Reformat information in HTML/PDF
- Regularly upload, update and verify information and applications on the Internet site
- Regularly compile and analyse user statistics
- Promote awareness and use of the site by NOUs.

**Time Frame:**

January 2001- December 2001

**Cost:**

US\$ 40,000

**Project milestones:**

Task	Date (start after approval of project)
Identify and retain expert consultant	Month 3
Contract awarded	Month 4
Issues online	Three weeks after hard copy is printed
Submission of PCRs	6 months after project completion

**Halon Bank Clearinghouse****1.8 Provide International Halon Bank Management Information Clearinghouse Services****Objectives:**

Provide the Parties with information about national halon banking, recycled halon availability, and non-halon fire protection alternatives, with emphasis on facilitating

the international transfer of recycled halon for banking purposes as per Parties' Decision IV/26.

**Priority:**

(a) Increase awareness about the need to take action vis-à-vis the 2002 freeze target (b) support national and regional activities to develop and implement halon management plans.

**New focus:**

Assist with the improvement of the accuracy of data reported to the Ozone Secretariat and Multilateral Fund Secretariat.

**Description:**

This activity includes:

- Cooperate closely with the UNEP Halons TOC on the operation and development of the IRHBMIC information clearinghouse.
- Regularly update descriptions of national halon banks and their contact information.
- Respond to individual requests for information about recycled halon availability.

**Time Frame:**

January 2001 - December 2001

**Cost:**

US\$ 76,000

**Project milestones:**

Task	Date (start after approval of project)
Query response	Continuing
Updating halon information	As needed
Dissemination	As needed
Submission of PCRs	6 months after project completion

**Outreach**

**1.9 Conduct outreach at conferences and workshops**

**Objectives:**

Ensure that the clearinghouse is up-to-date on the latest technical developments; disseminate information directly to conference participants; and obtain feedback on the needs of developing countries on technical and policy issues of concern.

**Priority:**

Forums related to Ministerial conferences, regional and global meetings involving industry, trade and policies.

**New focus:**

(a) Promote policy and compliance-related discussions (b) Foster integrated environmental management and cross cutting activities between the Montreal and Kyoto Protocols, POPs/PICs.

**Description:**

This activity includes

- Participate in major national, regional and international phase-out conferences and workshops (including TEAP, TOC and OORG meetings) to disseminate and collect the information;
- Obtain feedback on developing country information needs through participation in, or co-sponsorship of, round-table sessions; and
- Cover travel and exhibition booth/equipment rental for UNEP staff/consultants to conduct outreach at select major ODS phase-out events.

**Time Frame:**

January 2001 - December 2001

**Cost:**

US\$ 55,000

**Project milestones:**

Task	Date (start after approval of project)
Meetings/exhibits	2 per year
Submission of PCRs	6 months after project completion

## ***2. Networking***

### **Background**

There are 8 Regional Networks of ODS Officers covering all Article 5 countries that are Parties to the Montreal Protocol. Networks also maintain contacts with non-Party countries in their region and encourage them to attend network meetings as a means of promoting their ratification of the Montreal Protocol.

The Networks have been developed and continue to be operated in cooperation with a number of developed countries. Notably, the Government of Sweden provides support to

the South East Asia and the Pacific Network over and above that country's contributions to the Multilateral Fund. The Governments of Australia, Canada, France, Germany, Switzerland, the United Kingdom, and the United States also regularly participate as Network partners.

The Network membership is as follows:

Network	Article 5 member countries	Article 2 partners
Africa (Anglophone)	Botswana, Egypt, Ethiopia, The Gambia, Ghana, Kenya, Lesotho, Liberia, Libya, Malawi, Mauritius, Mozambique, Namibia, Nigeria, Seychelles, South Africa, Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe	Germany
Africa (Francophone)	Algeria, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo, Comoros, DR Congo, Côte d'Ivoire, Gabon, Guinea, Madagascar, Mali, Mauritania, Morocco, Niger, Senegal, Togo, Tunisia, Zaire	France Switzerland
Latin America (South)	Argentina, Brazil, Bolivia, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela	Canada USA
Latin America (Central)	Costa Rica, Cuba, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama	Canada USA
Caribbean	Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, St Vincent and the Grenadines, St Lucia, St Kitts and Nevis, Trinidad and Tobago	Canada USA
South Asia	Iran, Mongolia, Republic of Korea, Democratic Peoples' Republic of Korea, Bangladesh, India, Pakistan, Sri Lanka, China, Maldives, Nepal	Netherlands UK
South East Asia and Pacific	Brunei, Fiji, Indonesia, Lao P.D.R., Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam	Australia Sweden
West Asia	Bahrain, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, Yemen	France Germany

The basic aim of the Networks is to strengthen the capacity of National Ozone Officers to design and implement effective policies and strategies, well adapted to conditions in their countries, which will achieve their country's compliance with the control measures of the Montreal Protocol. The Networks:

- Provide a regular forum for efficient exchange of information, ideas and experiences among ODS Officers
- Encourage and facilitate the provision of assistance by experienced ozone officers to their newly appointed colleagues

- Improve access to available technical, scientific and policy-related information required by National Ozone Officers
- Facilitate feedback to the Multilateral Fund Secretariat, Ozone Secretariat and Implementing Agencies on progress made by member countries to comply with the Montreal Protocol, difficulties encountered and the need for further support and assistance
- Provide an important opportunity to inform ODS officers of Decisions of the Executive Committee and the Meetings of the Parties and assist with their implementation
- Promote sharing of information and awareness raising materials developed by Network member countries
- Review progress on implementation of investment and non-investment projects
- Assist with collecting and verifying data for reporting to the Ozone Secretariat and the Multilateral Fund Secretariat
- Initiate regional and joint activities to promote awareness raising, information exchange and other enabling actions to facilitate compliance

Network activities typically include:

- Two workshops or meetings annually for the ODS Officers in the network, sometimes in single network and sometimes in joint meetings with neighbouring networks as the member countries decide
- Co-ordinating and assisting in the planning and implementation of workshops and other regional training activities implemented by UNEP
- Informal contacts and exchange of ideas and experiences between network members and between network members and the Regional Network Co-ordinator throughout the year
- Exchange of information between networks using both formal and informal contacts between the Regional Network Co-ordinators and with the Network Manager. During 2001, these exchanges will be encouraged through the setting up and support of an e-mail forum for each of the regional networks.

### **Networking Objectives for 2001**

The objectives of networking in general and for each regional network in particular have traditionally been set out in UNEP's Work Programme each year and additionally in UNEP's network management work plan<sup>8</sup>. Nevertheless, UNEP has used its ongoing

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<sup>8</sup> Ongoing discussions with the Senior Monitoring and Evaluation Officer in the context of the evaluation of networks have suggested that the objectives of networks should be discussed in detail with the member countries of the networks and set out in a different format. Accordingly, UNEP will request the member countries to define their network objectives for 2001 at each of the network meetings by the end of 2000.

discussions with Regional Network Co-ordinators and member countries to help to define the general objectives for networking 2001 that are set out in the LFA format below.

### **2001 Networking Costs**

Regional Network	Cost (US\$ 1000)
Asia (South East Asia & Pacific and South Asia)	225
Latin America (LAC South, LAC Central, LAC Caribbean)	429
Africa (French-speaking, English-speaking)	464
West Asia	124

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As a result, a detailed table of network objectives will be available only for the final business plan to be presented to the Executive Committee early in 2001.

## NETWORK OBJECTIVES - 2001

OBJECTIVE	ACTIVITIES	EXPECTED RESULTS	PERFORMANCE INDICATOR	ASSUMPTIONS/RISKS
<b>Medium Term (2001-2005)</b>				
Assist NOUs to design and implement policies so that their countries meet Montreal Protocol control measures	Each meeting will review progress on policy development, implementation and enforcement. Input and advice from policy experts and from good practices elsewhere in the region will be provided	Reductions in production and consumption of ODS from the successful implementation and enforcement of policies	Increase in number of countries in compliance with the Montreal Protocol	NOU has support of government and other national stakeholders in designing, implementing and enforcing the policies.
Encourage countries to adopt regional approaches and to co-operate to assist each other in achieving compliance	Regional and sub-regional meetings on specific issues as raised by member countries	Greater regional and sub-regional co-operation in designing and implementing compliance measures.	At least one compliance-based initiative per region or sub-region	Requires regular and efficient communication between network members and RNCs.
Develop greater "ownership" of the phaseout and compliance process by the NOUs to promote country-driven strategic planning	Regular review of state of compliance of each country and success or otherwise of action plans to reduce production and consumption of ODS	Better understanding by all NOUs of their country's compliance status and adoption of achievable action plans to ensure compliance	NOUs become more proactive in identifying issues and suggesting realistic solutions to enable compliance	Requires that NOUs do not keep changing and that they have regular involvement in ExCom and Meetings of Parties
<b>Short term (2001)</b>				
Assist NOUs to review, verify, correct and report data to MLFS and under Article 7	Regular data reporting workshops as part of network meetings	Increase in quality, completeness and accuracy of data. Greater understanding by NOUs of importance of good data reporting	More countries report data on time. Fewer countries in non-compliance with data reporting requirements	Countries have the means to conduct surveys to collect and verify data

OBJECTIVE	ACTIVITIES	EXPECTED RESULTS	PERFORMANCE INDICATOR	ASSUMPTIONS/RISKS
Promote greater contact and co-operation between member countries of the networks, including A5 countries and developed country partners,	Set up e-mail forum for each network. Promote study visits between NOUs and more sub-regional group interaction	NOUs will be better integrated into their regional and sub-regional groups and make better use of the experience and advice available from their peers	Increased frequency of interaction and communication between NOUs in regions and sub-regions.	Adequate e-mail and internet access. Adequate funding to support study visits when appropriate
Encourage ratification of amendments and all countries to become Parties	Invite non-parties to network meetings. Place Montreal Protocol on agenda of regional Ministers' meetings. Stress importance of ratification of amendments	Remaining non-parties ratify the Montreal Protocol and existing Parties ratify more of the amendments	Remaining non-parties ratify the Montreal Protocol and existing Parties ratify more of the amendments	Resolution of war, sanctions and national identity issues in many current non-parties. Adequate resolution of MBr and HCFC questions to permit ratification of Copenhagen amendment
Assist countries to design, put in place, implement, monitor and enforce licensing systems	Regular workshops on licensing systems as part of network meetings. Exchange of good practice and encouraging regional co-operation and harmonisation	More and better licensing systems, better understood and better enforced. Reduction in consumption and illegal trade in ODS	Number of countries with licensing systems in place and operating successfully	Government support for NOU in enacting necessary laws and providing resources for implementation and enforcement
Encourage NOUs to review progress towards compliance and preparation of compliance action plans	Regular review at each network meeting of compliance and activities. Special meetings of countries not in compliance to define urgent action plans	Countries will increasingly bring production and consumption of ODS under the control of national action plans and meet their MP commitments	Reduction in number of countries in non-compliance with the CFC freeze	NOUs have the support and resources in their countries to implement the agreed compliance action plan
Enable NOUs to play an effective role in preparation of 2002 business plans for Executive Committee	Use network meetings in early 2001 to review compliance trends and to identify priority activities to meet CFC, MBr and halon freezes	NOUs will better understand the strategic planning and business planning processes. Activities in business plans will be more clearly linked to the priority compliance needs of the countries	Number of countries which submit prioritised requests for 2002 business plans with activities clearly linked to achieving compliance as part of national compliance action plan	Agreement of Executive Committee to proceed with strategic planning and business planning in this way. Willingness of implementing agencies to listen to countries and to respond positively

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## **B. Non-Recurring Activities**

### ***1. Training***

Training activities will continue in the direction established by the Training Strategy approved by the Executive Committee. Within this framework, the Regional Networks continue to provide the main vehicle for the coordination of training activities.

#### **1.1 Support to national activities**

**Objectives:**

Assist Article 5 countries by funding their participation to specific training activities or related meetings not included within their action plans.

**Target:**

NOU officers, and/or industry representatives, as appropriate.

**Cost:**

US\$ 30,000

Additional training projects will be submitted as part of the second half of UNEP's 2001 Work Programme to be submitted for the Executive Committee's consideration at its first meeting of 2001.

### ***2. Country Programmes and Institutional Strengthening***

**Description:**

UNEP will continue to assist LVCs and VLVCs through CPs and IS projects. Funding for the formulation of CP and IS projects under the 2001 Work Programme will be requested later in the year.

**Cost:**

Not yet available. See UNEP's 2001 draft Business Plan for details.

### ***3. Country-Specific Support Activities***

#### **3.1 Implementation of RMPs through country-specific training**

**Description:**

UNEP will implement the training projects contained in the RMPs being developed in cooperation with bilateral agencies and other Implementing Agencies. Requests for specific funding will be submitted later during the year.

**Time frame:**

January 2001 - December 2001

**Cost:**

Not yet available (see UNEP's 2001 Business Plan proposal).

## **VII. Programme Management**

The programme will be co-ordinated and managed by the Chief of the Energy and OzonAction Unit, under the overall guidance of the Director of UNEP's Division of Industry, Technology and Economics (UNEP DTIE).

### **Information Exchange**

Information exchange activities will be undertaken by two Information Officers on fixed-term contracts who are experienced in clearinghouse operations, databases and publications, as well as experience from working at the NOU-level in implementation of national information activities. They are supported by an Associate Information Officer, a Documentation Assistant, and an Information Assistant. Informal expert working groups will advise on the data sourcing and dissemination systems and preparation of information papers. Activities will be carried out in close association with TEAP/TOCs (specifically the HTOC for halon bank clearinghouse activities), and the World Bank's OORG.

### **Networking and Training**

Networking activities will be performed by the Regional Network Coordinators (RNCs) who have consultancy/fixed-term contracts and are located at UNEP's Regional Offices in Bangkok, Mexico City, Nairobi and Bahrain. The RNCs are under the overall management of the Network Manager. The RNCs monitor and understand the situation, needs and progress in their regions, and work closely with the countries on a regular basis. The Network Manager will continue to guide and co-ordinate the RNCs' work programmes, guide the operation of each network and monitor their progress, assist in "cross-fertilisation" between the individual Networks, and facilitate the integration of Country Programmes, Institutional Strengthening and implementation of the Training Strategy endorsed by the Executive Committee within the networking function. A priority will be to ensure regular and quality feedback on the extent to which the programme meets the needs of NOUs.

The training activities will be performed by two Programme Officers supported by an assistant at General Staff level as per the principles and procedures defined for the implementation of the Training Strategy, and will be closely co-ordinated with NOUs in the countries and integrated with the other activities of the OzonAction Programme.

Local governments and local technical experts will be key players in the needs identification, design, implementation and follow up stages as called for in the Training Strategy. International experts will continue to be engaged to provide advise and expertise. Activities will be co-ordinated with UNIDO, UNDP and World Bank.

For both networking and training activities, UNEP's Regional Offices' infrastructure would be utilized for cost-effective implementation. Additionally, whenever possible networking and training activities will be held back to back with other UN meetings or non-UN meetings (such as USEPA), to maximize cost-effectiveness.

**JUSTIFICATION OF INCREASE IN  
2001 RECURRING COSTS DUE TO INFLATION**

Based on the OECD inflation rates for the European Union, the salary and step increases for UN staff over the last two years, and the likely increases in 2001 air travel costs due to the historic high prices of crude oil, UNEP estimates an overall inflation rate of 2.5% for next year. This inflation rate will affect all of UNEP's recurring activities.

Sources for these inflation data include:

Item	Inflation Rate (%)	Period covered	Source
Inflation	2.2 (estimated)	2001	OECD Economic Outlook No.67, June 2000 <a href="http://www.oecd.org/eco/out/eo.htm">www.oecd.org/eco/out/eo.htm</a> Inflation - European Union
Inflation	2.3 (estimated)	2001	INSEE Cojoncture, Informations Rapides, 13 Octobre 2000, N° 266
Air travel	Not much data available, however one source states that high oil prices are resulting in higher airline prices in some markets.	Current	Sky-High Oil Prices Threaten Low-Cost Flights, Travel & Tourism Intelligence ( <a href="http://www.t-ti.com/news/press_low_air.htm">http://www.t-ti.com/news/press_low_air.htm</a> )

Based on available data, UNEP DTIE Administration estimates UNEP's staff cost increases as follows:

Type of staff	Average annual salary increase (1999-2000)	Average annual step increase (1999 – 2000)	Total average increase on annual basis <sup>9</sup>
Professional Staff	3.7%	2.1 – 2.6%	5.6 – 6.3%

<sup>9</sup> These data cover do not include post adjustment allowances or any other adjustments.