

# Executive Committee Primer – 2024

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 Committee. It is updated after the last meeting of each calendar year in preparation for new members who will join the following year. The Primer contains the following:

**Section 1** 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.

**Section 2** describes how the Multilateral Fund operates from financial planning, project review and approval, to project monitoring and evaluation of completed projects. It also explains the operational policy on gender mainstreaming.

**Section 3** describes the functions of the Executive Committee and conduct of its meetings. It furthermore guides the new Committee members through the meeting process with an agenda item-by-agenda item explanation. A brief background on each agenda item is provided and the matters and type of actions that the Committee may wish to take are discussed.

**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 reference information.

It should be noted that comprehensive information on the policies 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) relating to HCFC phase-out; and Phase-out plans and projects relating to other ozone-depleting substances (ODS) phase-out.<sup>1</sup>

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

### Notes to the 2024 edition of the Primer

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. This Primer currently uses the term “controlled substances” 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.

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<sup>1</sup> Policy documents are available at <http://multilateralfund.org/policy-frameworks>

## 1. THE MULTILATERAL FUND

### **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 ozone depleting substances (ODS) in both developed and developing countries.<sup>2</sup> 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.

The Kigali Amendment, which was adopted at the Twenty-eighth Meeting of the Parties to the Montreal Protocol (MOP) on 15 October 2016 and entered into force on 1 January 2019, 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.

### **Key concepts of the Multilateral Fund**

#### *Incremental costs*

The Multilateral Fund provides financing for the incremental costs of the phase-out/phase-down 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, 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, instead the Multilateral Fund leverages the use of resources. 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.

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<sup>2</sup> The terms of reference of the Multilateral Fund, which cover the roles of implementing agencies, budget of, and contributions to, the Fund, administration of the Multilateral Fund's functions and financing of activities 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.

### Compliance schedule

The table below summarizes the Montreal Protocol's HCFC and HFC control measures for both Article 5 and non-Article 5 Parties.<sup>3</sup>

**Table 1.1. Montreal Protocol compliance schedule for HCFCs and HFCs<sup>4</sup>** (freezes and reductions refer to baseline levels)

| Controlled substance                                                            | Compliance schedule                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                 | Non-Article 5 countries                                                                                                                                                                                                                                                                                                                            | Article 5 countries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Annex C - Group I:</b><br>Hydrochlorofluorocarbons (HCFCs)                   | Freeze from beginning of 1996<br>35% reduction by 1/1/2004<br>75% reduction by 1/1/2010<br>90% reduction by 1/1/2015<br>99.5% reduction by 1/1/2020*<br>Total phase-out by 1/1/2030<br><br>*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<br>Freeze at average 2009-2010 level on 1/1/2013<br>10% reduction by 1/1/2015<br>35% reduction by 1/1/2020<br>67.5% reduction by 1/1/2025<br>97.5% reduction by 1/1/2030**<br>Total phase-out by 1/1/2040<br><br>**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                                                                            |
| <b>Annex F:</b><br>Hydrofluorocarbons (HFCs) (Groups I and II - also emissions) | 10% reduction by 1/1/2019<br>40% reduction by 1/1/2024<br>70% reduction by 1/1/2029<br>80% reduction by 1/1/2034<br>85% plateau by 1/1/2036                                                                                                                                                                                                        | <u>Group 1 Parties<sup>5</sup></u><br><i>Baseline is average HFC consumption for 2020-2022 + 65% of HCFC baseline</i><br>Freeze on 1/1/2024 at baseline level<br>10% reduction by 1/1/2029<br>30% reduction by 1/1/2035<br>50% reduction by 1/1/2040<br>80% plateau by 1/1/2045<br><br><u>Group 2 Parties<sup>6</sup></u><br><i>Baseline is average HFC consumption for 2024-2026 + 65% of HCFC baseline</i><br>Freeze on 1/1/2028 at baseline level<br>10% reduction by 1/1/2032<br>20% reduction by 1/1/2037<br>30% reduction by 1/1/2042<br>85% plateau by 1/1/2047 |

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

<sup>3</sup> Full details of the Montreal Protocol control measures and compliance schedules are published on the Ozone Secretariat's website.

<sup>4</sup> Full details of the Montreal Protocol control measures and compliance schedules are published on the Ozone Secretariat's website.

<sup>5</sup> Group 1 Article 5 Parties include all Article 5 Parties except Group 2 Parties.

<sup>6</sup> Group 2 Article 5 Parties include: Bahrain, India, the Islamic Republic of Iran, Iraq, Kuwait, Oman, Pakistan, Qatar, Saudi Arabia and the United Arab Emirates.

### *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/phase-down 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/phase-down targets set out in the Montreal Protocol.

### *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.

## **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 and the Executive Committee; the relationship between the Committee and the entities that it interacts with to fulfil its functions; 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 Committee through the Secretariat.

### *Parties to the Montreal Protocol*

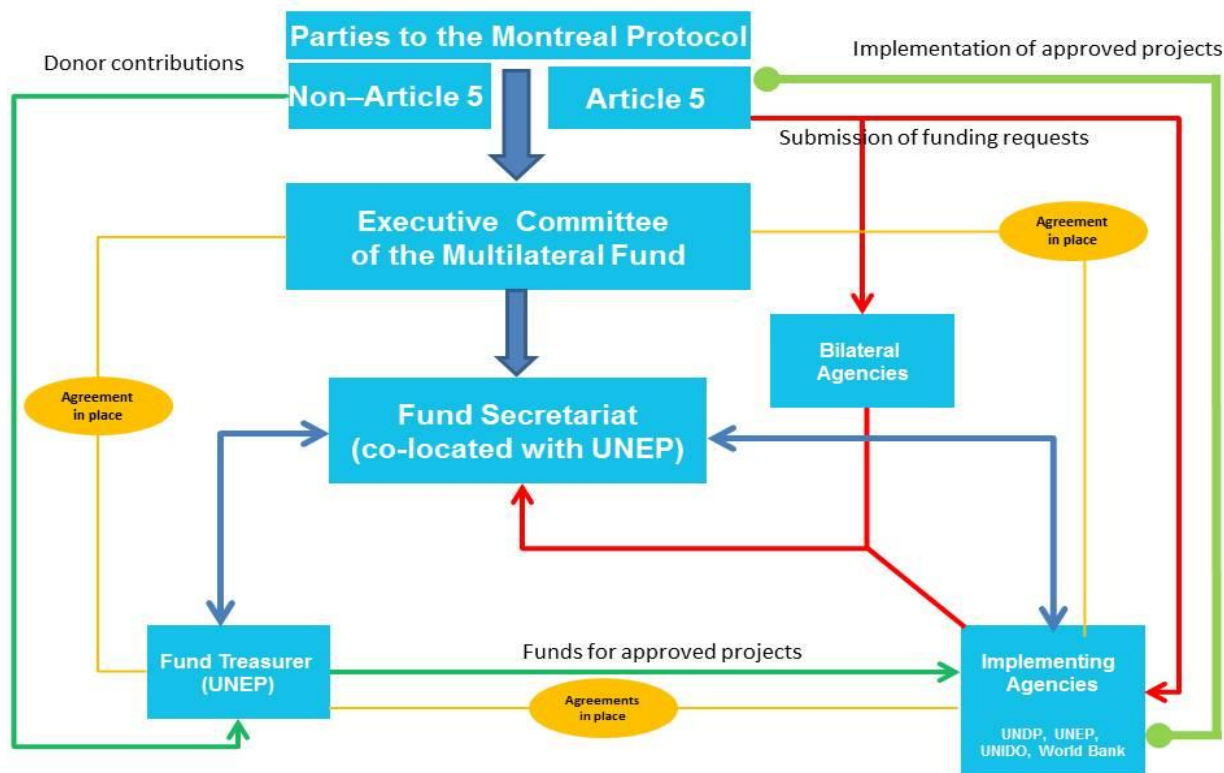
The Multilateral Fund operates under the authority of the Parties to the Montreal Protocol that decide on its overall policies, composition of the Executive Committee and, every three years, on the level of replenishment of the Fund.

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

### *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 Committee primarily discharges its responsibilities at its meetings. Two meetings per year are convened with the possibility of an additional brief meeting if required to consider project proposals or

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



Fund Secretariat

The terms of reference of the Secretariat<sup>8</sup> 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

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

Committee, governments and the implementing agencies; and servicing the meetings of the Executive Committee. The Secretariat also has a monitoring and evaluation function.

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

### *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.<sup>9</sup>

The Parties to the Montreal Protocol 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.

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

### *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. Since the fifth meeting of the Executive Committee, UNEP has acted as the Fund Treasurer.<sup>10</sup> 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.*

## **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.<sup>11</sup>

<sup>9</sup> 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.

<sup>10</sup> 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 and 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 same document.

<sup>11</sup> This information is based on document UNEP/OzL.Pro/ExCom/75/83.

*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 mandate by means of a written report presented to the high-level segment of the meeting by the Chair of the Executive Committee.<sup>12</sup>

*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 Montreal Protocol officers (MPOs)/national ozone officers (NOOs) at regional network meetings 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.

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<sup>12</sup> 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.

### 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.

### Project review process

An overview of the project review process is set out in Table 1.2. 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 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. <sup>13</sup> 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 time frame 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. |

<sup>13</sup> 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.

| Process step                                                                   | Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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)). |

*Interactions of implementing agencies and Article 5 countries and other implementing agencies<sup>14</sup>*

***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.<sup>15</sup> 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.<sup>16</sup> 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 Montreal Protocol unit/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.

<sup>14</sup> 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.

<sup>15</sup> 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.

<sup>16</sup> 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.

*Interactions of the lead and cooperating implementing agencies*

MYAs such as HPMPs and Kigali HFC implementation plan (KIPs) are/will be implemented by two or more implementing agencies in the majority of Article 5 countries. In accordance with decision 38/65,<sup>17</sup> 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 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. The same procedures for lead and cooperating agencies will be applicable to KIPs.<sup>18</sup>

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.

*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.

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<sup>17</sup> Guidelines for the preparation, implementation and management of performance-based sector and national ODS phase-out plans.

<sup>18</sup> A draft agreement for Kigali HFC implementation plans will be presented to the 92<sup>nd</sup> meeting (decision 91/38(c)).

## 2. HOW THE MULTILATERAL FUND OPERATES

### Financial planning

#### *Replenishment of the Multilateral Fund*

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. At their 35<sup>th</sup> meeting in October 2023, Parties agreed to a replenishment of US \$965 million for the triennium 2024-2026 (decision XXXV/1).

Contributing Parties have the option of payment of their national currency under a fixed exchange rate mechanism (FERM) was implemented initially for 2000-2002 and extended for each subsequent replenishment. The FERM was extended for the 2021-2023 period based on the average United Nations exchange rate for the six-month period commencing 1 January 2020 (decision Ex.V/2). 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. These contributions may be made either in cash, through the use of promissory notes, or bilateral contributions.

#### *Resource allocation*

The Executive Committee carries out a financial planning exercise each time the Parties adopt a triennial budget<sup>19</sup>. 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 which 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)).

#### *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**<sup>20</sup> 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.

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<sup>19</sup> Financial planning for the triennium is presented in the document on the update on the implementation of the business plans.

<sup>20</sup> Prior to the 74<sup>th</sup> meeting, the document was entitled "Status reports and compliance".

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 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.*

### **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. Country programme data should be submitted eight weeks prior to the first meeting of the year of the Executive Committee, if possible, and no later than 1 May (decision 74/9(b)(iv)). The Secretariat uses these data when analysing the status of compliance of Article 5 countries.

At the 84<sup>th</sup> meeting, the Executive Committee *inter alia* approved the revised country programme data report format to include Annex F (HFC) substances, and the new Practical manual for country programme data reporting. Section B of the CP data reports was updated in 2022 to facilitate reporting on HFC blends, on the understanding that the data required in the column that related to the manufacture of blends would be reported on a voluntary basis (decision 90/3(c)). A report on the outcome of the use of the revised format for CP data reports during the trial period (2020 to 2022) will be considered at the first meeting of 2023 (decision 84/7(c)).

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

### **Project review and approval**

#### *Projects and activities financed by the Multilateral Fund*

Financial assistance by the Fund covers the incremental costs of investment projects and also the costs of other activities, such as 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.<sup>21</sup> 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.

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<sup>21</sup> 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.

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

### *Strategic planning of projects and activities*

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, quantifiable linkage between the funded activities and meeting the specific Montreal Protocol control measures” (decision 35/56).<sup>22</sup>

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 consumption eligible for funding (decision 35/57).

National ODS phase-out plans and HPMPs map out a detailed plan of action to eliminate the entire remaining ODS or HCFC consumption a country. These plans were/are governed by a multi-year agreement (MYA) between the Executive Committee and the government concerned, which specify *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. If the country does not comply with the agreement or with the Montreal Protocol ODS reduction compliance targets, it is not entitled to receive funding in accordance with the schedule contained in the agreement and a penalty might be applied. The Executive Committee is currently developing the detailed policies for KIPs.

### **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. Progress been made on the development of cost guidelines including a flexibility clause for Article 5 Parties, the cut-off date for eligible capacity, second and third conversions, and the eligibility of Annex F substances subject to high-ambient temperature exemptions. The Executive Committee also agreed on criteria for the preparation of national inventories of banks of used or unwanted controlled substances and a plan for the collection, transport and disposal of such substances and established a funding window for the preparation of national inventories (decision 91/66). At the 92<sup>nd</sup> meeting, the Committee agreed on funding for the eligible incremental costs in the refrigeration servicing sector (decision 92/37). Matters that remain to be addressed include the starting point for sustained aggregate reductions,<sup>23</sup> incremental operating costs,<sup>24</sup> and elements related to energy efficiency. Furthermore, the Committee considered a draft template for agreement on KIPs since the 91<sup>st</sup> meeting on the basis that the template Agreement would be reviewed once

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<sup>22</sup> Information on the adjusted funding policies of the Multilateral Fund is available in document UNEP/OzL.Pro/ExCom/34/53.

<sup>23</sup> Annex XXXII of UNEP/OzL.Pro/ExCom/91/61

<sup>24</sup> Annex XXXII of UNEP/OzL.Pro/ExCom/91/61

discussions on the criteria for funding HFC phase-down were complete (decision 91/38). The Committee will continue to consider the matter at the 94<sup>th</sup> meeting.

Matter related to energy efficiency related to the process of transitioning away from high-GWP substance also have to be addressed including the introduction of alternatives to HCFCs with low- and/or zero-GWP refrigerants and maintenance of energy efficiency in the servicing/end-user sector (paragraph 16 of decision XXVIII/2). The Executive Committee opened a funding window for pilot projects to maintain and/or enhance energy efficiency in the context of HFC phase-down as specified in decision XXVIII/2 and agreed on criteria for the pilot projects which can be submitted from the 93<sup>rd</sup> to the 96<sup>th</sup> meetings. The related issue under consideration is the operational framework to further elaborate on institutional aspects and projects and activities that could be undertaken by the Multilateral Fund for maintaining and/or enhancing the energy efficiency of replacement technologies and equipment in the manufacturing and servicing sectors when phasing down HFCs.<sup>25</sup>

*Further information is available in Section “Hydrofluorocarbons” in Chapter IX (Project proposals) of the “Policies, Procedures, Guidelines and Criteria” document, in Section 4.3 of Appendix 4 (Guides produced by the Secretariat).*

### ***Institutional strengthening***

Institutional strengthening is an important part of the Fund’s activities and provides sufficient funding in all Article 5 countries for a full time NOO/MPO. 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 91<sup>st</sup> meeting, the Executive Committee decided that IS project and renewals would be approved at a level that is 38 per cent higher than that agreed at the 74<sup>th</sup> meeting (decision 74/51), with a minimum level of funding of US \$60,000 per year (decision 91/63(d)). Since 2023 the duration of IS renewal implementation phases has been increased from two to three years two (decision 91/6(e)). A country may have no more than two institutional strengthening projects 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, and in the Guide on the submission of IS projects produced by the Secretariat).*

### ***Project review process***

Implementing agencies submit funding proposals for projects and activities to the Secretariat according to a strict deadline of a specified number of weeks in advance of the Executive Committee meeting at which they are to be considered.<sup>26</sup> The Secretariat checks that submissions from agencies have all the relevant documentation and that country programme data are up to date.

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<sup>25</sup> See UNEP/OzL.Pro/ExCom/93/98

<sup>26</sup> New stages of MYAs at least 16 weeks in advance; stand-alone HFC investment projects at least 14 weeks in advance, 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; 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; work programmes and amendments, including institutional strengthening renewal requests, are to be submitted, in full, at least eight weeks in advance; 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; all other projects with specific reporting requirements are to be submitted, in full, at least 10 weeks in advance (See decision 81/30).

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 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.

### *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 **Project recommended for blanket approval**<sup>27</sup> 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. These projects are listed in the document **Projects recommended for individual consideration**.<sup>28</sup> 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.

### *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.

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<sup>27</sup> Prior to the 91<sup>st</sup> meeting the list of projects recommended for blanket approval was included in the document "Overview of issues identified during project review".

<sup>28</sup> Prior to the 91<sup>st</sup> meeting the list of projects recommended for individual consideration approval was included in the document "Overview of issues identified during project review".

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.

### **Monitoring**

The Executive Committee has considered monitoring since its 5<sup>th</sup> 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.<sup>29</sup> Bilateral and implementing agencies also submit data on projects with implementation delays to each meeting.

#### *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.

#### *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 84<sup>th</sup> 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 74<sup>th</sup> meeting, this information is included in the document **Status reports and reports on projects with specific reporting requirements**.<sup>30</sup> 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.*

<sup>29</sup> 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).

<sup>30</sup> Prior to the 74<sup>th</sup> 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 66<sup>th</sup> meeting) or the document "Status reports and compliance" (from the 67<sup>th</sup> to the 73<sup>rd</sup> meeting).

## 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.

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** for the Executive Committee's consideration at each meeting. An online search engine to access the lessons learned from individual and MYA PCRs is available on the Fund's website.<sup>31</sup>

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.

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

## Gender policy

At its 84<sup>th</sup> meeting, the Executive Committee affirmed the importance of gender mainstreaming in Multilateral Fund-supported projects and approved the operational policy on gender mainstreaming. Bilateral and implementing agencies have applied the operational policy throughout the project cycle, beginning with projects proposed for consideration at the 85<sup>th</sup> meeting and provide, when available, gender-relevant information in reports on ongoing projects approved prior to the 85<sup>th</sup> meeting. In this regard, a gender mainstreaming checklist for projects and a list of gender indicators to facilitate reporting<sup>32</sup>, were developed to provide guidance to agencies. At its 92<sup>nd</sup> meeting, the Committee noted the report provided outlining the improved project requirements, outputs and outcomes and performance indicators for the systematic application of the operational gender mainstreaming policy and requested that bilateral and IAs to include the mandatory requirements and performance indicators set out when submitting stages of multi-year agreement projects to the 94th and subsequent meetings.

## Knowledge management

At the 91<sup>st</sup> meeting the Executive Committee approved actions for the implementation of the new knowledge management system to benefit all Multilateral Fund stakeholders and raise the profile of the Fund. The new system will include an online reporting facility for country programme data; country profiles; a meeting portal with improved access to meeting documents; a handbook for accessing decisions, policies, procedures and guidelines; and a data portal with filters and dashboards that include access for public users. Work is ongoing to implement phase I and phase II of the knowledge management system in

<sup>31</sup> Available at: <http://www.multilateralfund.org/pcrindividual/search.aspx> and <http://www.multilateralfund.org/myapcr/search.aspx>.

<sup>32</sup> Annexes II and IV, respectively, to document UNEP/OzL.Pro/ExCom/84/73

parallel by December 2024. The final third phase will be approved at a future Committee meeting (decision 91/69).

### 3. THE EXECUTIVE COMMITTEE

#### 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).*

#### Executive Committee meetings

Two meetings per year are convened with the possibility of an additional brief meeting if required to consider project proposals or specific requests from the Parties to the Montreal Protocol.

#### *Rules of procedure*

The rules of procedure for meetings of the Executive Committee set out the rules for the place and dates of meetings, observers at meetings, preparation of the meeting agenda, decisions by consensus, and official languages for the conduct of meetings.

*Further information is available in Appendix 2 (Rules of procedure for Meetings of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol).*

#### *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).*

#### *Meeting documents*

Meeting documents are issued in advance of the meeting (pre-session), during the meeting (in-session), and the final report of the meeting is issued in the month following the meeting. Pre-session documents are normally issued four weeks before the meeting. Occasionally, a document may not be ready by the four-week deadline, but all documents have to be issued no later than two weeks before the meeting (with the exception of documents indicating corrections or revisions that can be issued at any time). 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). The table below provides a list and definition of the types of documents issued.

**Table 3.1: Types of Executive Committee documents**

| Document                           | Definition                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-session documents              | Official meeting documents prepared in advance of the meeting and available in the relevant United Nations official languages <sup>33</sup> according to the membership of Executive Committee. They are classified in the “GENERAL” category                                                                                                       |
| In-session documents <sup>34</sup> |                                                                                                                                                                                                                                                                                                                                                     |
| 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. Classified in the “GENERAL” category. |

Note that 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 67<sup>th</sup> 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”<sup>35</sup>, 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 53<sup>rd</sup> meeting onwards that is available in the password-protected section of the Fund’s website (decision 67/34). Limited distribution documents are posted in in a password protected area of the website for access by Executive Committee members only while restricted documents are distributed directly to the heads of Executive Committee delegations. Limited and restricted documents mainly concern the Production sector.<sup>36</sup>

### *Consideration of agenda items*

All agenda items are examined in plenary with contact groups set up to deal with specific issues as necessary. The work of such groups is often crucial to resolve issues. The groups always report to the Chair during

<sup>33</sup> The United Nations official languages are Arabic, Chinese, English, French, Russian and Spanish.

<sup>34</sup> Available in a password-protected section of the Fund’s website. Usernames and passwords can be requested from the Secretariat (mlf-secretariat@un.org).

<sup>35</sup> Annex XIV to document UNEP/OzL.Pro/ExCom/38/70/Rev.1

<sup>36</sup> Documentation for meetings of the Sub-group on the production sector are Limited or Restricted although the Report of the Sub-group is presented as a “General distribution” document to Executive Committee meetings. Limited distribution documents are posted in the password protected Production sector area on the website for access by Executive Committee members only. In the absence of an agreement by the Executive Committee on the composition of the Sub-group on the Production Sector, the documents for the first meeting of the Sub-group in a given year would be conveyed only to the heads of Executive Committee delegations, with the consent of the country or countries concerned (decision 73/70(d)). Restricted production sector documents are distributed directly to heads of delegations.

plenary. Groups that typically meet during Executive Committee meetings are described in the table below.

**Table 3.2: 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 activities in the production sector (controlled substances) 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.                                                                                                                                                                                        |

*For further information on the Rules of procedure for meetings of the Executive Committee, see Appendix 2.*

#### *Consideration of projects*

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.

## Conduct of the plenary session

The table below provides a guide to the consideration of each agenda item at a typical Executive Committee meeting and includes a brief description of each item and the action expected by the Executive Committee. Agenda items considered only at the first or last meeting of the year are indicated.

| No.  | Agenda items and sub-items                | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <b>Opening of the meeting</b>             | The meeting is opened by the Chair who places it in context of the Multilateral Fund's overall work plan and draws members' attention to important issues to be covered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2    | <b>Organizational matters</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2(a) | Adoption of the agenda                    | <p>The <b>Provisional agenda</b> sets out the plan of work for the meeting. The accompanying <b>Provisional annotated agenda</b>, 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.</p> <p><u>Action:</u> 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2(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 <b>Provisional agenda</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3    | <b>Secretariat activities</b>             | <p>The Chief Officer presents a report on <b>Secretariat activities</b> 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.</p> <p><u>Action:</u> The Executive Committee reviews the report on Secretariat activities and requests any additional information or clarifications as necessary, before taking note of the report.</p>                                                                                                                                                                                                                          |
| 4    | <b>Financial matters</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4(a) | Status of contributions and disbursements | <p>The Treasurer provides a document on the <b>Status of contributions and disbursements</b> of the Multilateral Fund containing the information on the Multilateral Fund's status: income, including contributions, bilateral cooperation, and interest earned; and allocations and provisions, including data on gains and losses of the fixed exchange-rate mechanism (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.</p> <p><u>Action:</u> 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.</p> |

| No.      | Agenda items and sub-items                                                                                        | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4(b)     | Report on balances and availability of resources                                                                  | <p>The <b>Report on balances and availability of resources</b> 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 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.</p> <p><u>Action:</u> 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.</p> |
| 4(c)     | <b>Accounts of the Multilateral Fund</b>                                                                          | <i>The agenda item is considered at the last meeting of the year.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4(c)(i)  | Final [preceding year] accounts                                                                                   | <p>The <b>Final [preceding year] accounts</b> 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.</p> <p><u>Action:</u> The Executive Committee reviews the final accounts to ensure the accounts are in order.</p> |
| 4(c)(ii) | Reconciliation of the [preceding year] accounts                                                                   | <p>Differences between the funds approved and the income reported by the implementing agencies can occur in the accounts of the Fund. To address these differences, the Executive Committee requested the Treasurer, the Secretariat, and the implementing agencies to provide a full <b>Reconciliation of the [preceding year] accounts</b> of the Fund, together with the data in the implementing agencies' progress reports.</p> <p><u>Action:</u> The Executive Committee notes the reconciliation report and requests any actions to be taken as necessary.</p>                                                                                                                                                                                                                                                                                                                                              |
| 4(d)     | Approved [next two years] budgets and proposed [the year after the next two years] budget of the Fund Secretariat | <p><i>The agenda item is considered at the last meeting of the year.</i></p> <p>The budget of the Secretariat for the following three years (<b>Approved [next two years] budgets and proposed [the year after the next two years] budget of the Fund Secretariat</b>) includes staff budget lines and operational costs related to the approved, revised, and proposed budgets.</p> <p><u>Action:</u> The Executive Committee reviews the three-year budget of the Secretariat and approves it based on its discussions.</p>                                                                                                                                                                                                                                                                                                                                                                                      |

| No.  | Agenda items and sub-items                                                                                         | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 5    | <b>Country programme data and prospects for compliance</b>                                                         | <p>The Executive Committee reviews country programme data and the prospects of compliance of Article 5 countries at each meeting set out in the <b>Country programme data and prospects for compliance</b> document.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Part IV contains any issues related to country programme data reports, for example timeliness of submissions and data discrepancies between country programme and Article 7 data.</li> </ul> <p><u>Action:</u> 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.</p> |
| 6    | <b>Evaluation</b>                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6(a) | Evaluation of the performance of implementing agencies against their [preceding year] business plans <sup>37</sup> | <p><i>The agenda item is considered at the last meeting of the year.</i></p> <p>The <b>Evaluation of the performance of implementing agencies against their [preceding year] business plans</b> 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 MPO/NOO. 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.</p> <p><u>Action:</u> 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

<sup>37</sup> 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)).

| No.     | Agenda items and sub-items                                              | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 6(b)    | Desk studies and evaluation activities                                  | <p><b>Evaluation studies</b>, 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 Senior Monitoring and Evaluation Officer, according to the monitoring and evaluation work programme approved by the Executive Committee. <b>Desk studies</b> 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.</p> <p><u>Action:</u> The Executive Committee reviews the evaluation studies and reports and may make recommendations based on them to improve the performance of the Fund.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6(c)    | Draft monitoring and evaluation programme for the year [following year] | <p><i>The agenda item is considered at the last meeting of the year.</i></p> <p>The <b>draft monitoring and evaluation work programme for the year [following year]</b> 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.</p> <p><u>Action:</u> The Executive Committee reviews the appropriateness of the work programme and may approve the work programme with the associated budget.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7       | <b>Programme implementation</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7(a)    | Progress and financial reports as at 31 December [the preceding year]   | <p><i>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).</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7(a)(i) | Consolidated progress report                                            | <p>Bilateral and implementing agencies are required to provide the Executive Committee with an annual Progress report of [agency] on the implementation of projects and activities approved by the Executive Committee. These progress reports 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; identification of projects with implementation delays and the potential impact on the phase-out/phase-down 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. Based on the progress reports submitted by the agencies, the Secretariat prepares the <b>Consolidated progress report</b> that summarizes the progress and financial information provided both in narrative and spreadsheet formats.</p> <p><u>Action:</u> The Executive Committee notes the <b>Consolidated progress report as at 31 December [preceding year]</b> and that bilateral and implementing agencies will report at the next Executive Committee meeting on projects with implementation delays and ongoing projects recommended for additional status reports.</p> |

| No.       | Agenda items and sub-items                                                    | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 7(a)(ii)  | Bilateral cooperation                                                         | <p>The Executive Committee considers the document <b>Progress report of bilateral cooperation as at 31 December [preceding year]</b>, to ensure that the projects will be completed successfully.</p> <p><u>Action:</u> Based on the progress report, the Executive Committee may request bilateral agencies to provide further status reports on the projects to a future meeting in the context of the agenda item/document on <b>Status reports and reports on projects with specific reporting requirements</b>. The Executive Committee may also take decisions with respect to the completion and/or cancellation of projects, the due date for PCRs, projects with implementation delays, and other issues arising from the review of reports</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7(a)(iii) | UNDP                                                                          | <p>Consideration of the <b>Progress report of UNDP as at 31 December [preceding year]</b>.</p> <p><u>Action:</u> As above of the bilateral cooperation; decisions may also include those on the return of balances.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7(a)(iv)  | UNEP                                                                          | <p>Consideration of the <b>Progress report of UNEP as at 31 December [preceding year]</b>.</p> <p><u>Action:</u> As above of the bilateral cooperation; decisions may also include those on the return of balances.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7(a)(v)   | UNIDO                                                                         | <p>Consideration of the <b>Progress report of UNIDO as at 31 December [preceding year]</b>.</p> <p><u>Action:</u> As above of the bilateral cooperation; decisions may also include those on the return of balances.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7(a)(vi)  | World Bank                                                                    | <p>Consideration of the <b>Progress report of the World Bank as at 31 December [preceding year]</b>.</p> <p><u>Action:</u> As above of the bilateral cooperation; decisions may also include those on the return of balances.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7(b)      | [Status reports and] Reports on projects with specific reporting requirements | <p><b>Reports on projects with specific reporting requirements</b> includes reports received by the Secretariat for ongoing projects with specific reporting requirements pursuant to Executive Committee decisions. 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 for consideration in this document, with the title <b>Status reports and reports on projects with specific reporting requirements</b>. The status reports 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. Reports with no issues can be approved through a blanket approval while those with issues that require the attention of the Executive Committee are considered individually. Beginning with the 93<sup>rd</sup> meeting, this document was split into two. The first includes those projects with no outstanding issues, and the second contains projects with issues needing further guidance from the Executive Committee.</p> <p><u>Action:</u> The Executive Committee first considers the blanket approval list of the status reports on projects, projects with specific reporting requirements and related issues. It then considers those the Secretariat recommended for individual consideration and makes any decisions as appropriate.</p> |

| No.      | Agenda items and sub-items                                                                   | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 7(c)     | Consolidated project completion report                                                       | <p>The <b>Consolidated project completion report</b> provides an analysis of project completion reports (PCRs) for MYA and individual projects received by the Secretariat. PCRs are prepared using formats 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.</p> <p><u>Action:</u> The Executive Committee notes the consolidated PCR and may make decisions relating to issues addressed in the document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>8</b> | <b>Business planning</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 8(a)     | Update on the status of implementation of the [current triennium] consolidated business plan | <p>The Secretariat monitors the implementation of business plans by means of a document <b>Update on the status of implementation of the three-year consolidated business plan of the Multilateral Fund</b> to inform the Executive Committee of the extent to which the planned activities were achieved.</p> <p><u>Action:</u> 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 8(b)     | Tranche submission delays                                                                    | <p>The information on delays in the submission of tranches of multi-year agreement (MYA) projects against the business plan schedule is presented in <b>Tranche submission delays</b>. 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.</p> <p><u>Action:</u> The Executive Committee notes those tranches with delayed submissions, adjusts submission dates, and takes appropriate actions as required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8(c)     | Consolidated business plan for the Multilateral Fund for [following triennium]               | <p><i>The agenda item is considered at the last meeting of the year.</i></p> <p>Since the contributions to the Multilateral Fund are paid annually by contributing Parties, the activities of the Multilateral Fund are organized mainly based on 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 <b>Consolidated three-year business plan of the Multilateral Fund</b> 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.</p> <p>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.</p> <p><u>Action:</u> The Executive Committee considers and 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.</p> |

| No.       | Agenda items and sub-items                                                              | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| 8(d)      | Business plans of the bilateral and implementing agencies for the [following triennium] | <i>The agenda item is considered at the last meeting of the year.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8(d)(i)   | Bilateral agencies                                                                      | Consideration of the <b>Bilateral agencies' business plans for [the following triennium]</b> .<br><u>Action:</u> The Executive Committee notes the business plans of the bilateral agencies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8(d)(ii)  | UNDP                                                                                    | Consideration of <b>UNDP's business plan for [the following triennium]</b> .<br><u>Action:</u> The Executive Committee notes the business plan and approves UNDP's performance indicators.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8(d)(iii) | UNEP                                                                                    | Consideration of the <b>UNEP's business plan for [the following triennium]</b> .<br><u>Action:</u> As above of UNDP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8(d)(iv)  | UNIDO                                                                                   | Consideration of the <b>UNIDO's Business plan for [the following triennium]</b> .<br><u>Action:</u> As above of UNDP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8(d)(v)   | World Bank                                                                              | Consideration of the <b>World Bank's Business plan for [the following triennium]</b> .<br><u>Action:</u> As above of UNDP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>9</b>  | <b>Project proposals</b>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9(a)      | Overview of issues identified during project review                                     | The <b>Overview of issues identified during project review</b> provides a summary of requests that were submitted by bilateral and implementing agencies to the meeting (part I) and their status following project review by the Secretariat including those withdrawn, recommended for blanket approval, and those for individual consideration (part II). Part III of the document presents the issues identified during the project review process together with the Secretariat's recommendation. Part IV presents reports on the implementation of decisions and follow-up on previous discussions relating to project review.<br><u>Action:</u> The Executive Committee commences its project review deliberations by looking at any policy issues that the Secretariat may have highlighted from submissions to the meeting. The Executive Committee discusses each of the policy issues raised in the document and takes appropriate decisions. |
| 9(b)      | Bilateral cooperation                                                                   | <b>Bilateral Cooperation</b> provides an overview of project proposal requests from the bilateral agencies of donor countries and considers whether these are eligible in light of the maximum level of bilateral cooperation available for the donor country for that year or the triennium.<br><u>Action:</u> The Executive Committee considers the document and decides whether to request the Treasurer to offset the costs of the bilateral projects approved at the meeting against the annual contributions of the relevant Parties.                                                                                                                                                                                                                                                                                                                                                                                                              |

| No.  | Agenda items and sub-items                                             | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 9(c) | Projects recommended for blanket approval                              | <p><b>Projects recommended for blanket approval</b> contains summary information on the projects recommended for blanket approval and a recommendation by the Secretariat for the consideration of the Executive Committee. Projects can be recommended for blanket approval if there are no issues, and the funding level does not exceed US \$5 million (including agency support costs). References are provided to the relevant documents containing the project documentation: the <b>[Agency's] work programmes for [year]</b> (first meeting of the year) or <b>[Agency's] work programme amendments for [year]</b> (last meeting of the year) contain requests for activities other than investment projects including <i>inter alia</i> renewal of institutional strengthening projects and project preparation; and, country <b>Project proposal[s]</b> contain investment projects and activities such as tranches of HPMPs.</p> <p><u>Action:</u> 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.</p> |
| 9(d) | Projects recommended for individual consideration                      | <p><b>Projects recommended for individual consideration</b> provides summary information on the projects and activities submitted for individual consideration referencing the full project documentation in either the <b>[Agency's] work programmes/work programme amendments for [year]</b> or relevant country <b>Project proposal[s]</b>.</p> <p><u>Action:</u> The Executive Committee considers the projects and activities individually and makes recommendations as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9(e) | UNEP Compliance Assistance Programme (CAP) budget for [following year] | <p><i>The agenda item is considered at the last meeting of the year.</i></p> <p>The <b>UNEP CAP budget [for following year]</b> covers primarily the costs of implementing the programme, including project staff located in UNEP Paris and the regional offices as well as a progress report on the implementation of the current year's programme and the proposed work programme for the following year. Requests for increases in the CAP budget are limited to 3 per cent, unless the Executive Committee is given evidence that inflationary pressures justify otherwise. The agency support costs for UNEP's CAP are 8 per cent.</p> <p><u>Action:</u> The Executive Committee reviews and approves the CAP budget for the following year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9(f) | [Following year] core unit costs for UNDP, UNIDO and the World Bank    | <p><i>The agenda item is considered at the last meeting of the year.</i></p> <p>The administrative cost regime has 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.</p> <p>Up-to-date information on the core unit budget and other administrative cost information for UNDP, UNIDO and the World Bank can be found in document <b>[Following year] Core unit costs for UNDP, UNIDO, and the World Bank</b>.</p> <p><u>Action:</u> The Executive Committee reviews the administrative cost regime at the last meeting of each year and approves the core unit costs for UNDP, UNIDO, and the World Bank.</p>                                                                                                                                                                                                                     |

| No. | Agenda items and sub-items                                             | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| 10  | <b>Policy matters</b>                                                  | <p>Policy documents are prepared by the Secretariat pursuant to decisions of the Executive Committee and/or the MOP. In 2023 the majority of policy matters for consideration by the Executive Committee regard the Kigali Amendment to the Montreal Protocol including matters related to the cost guidelines for the phase-down of HFCs in Article 5 countries and energy efficiency. Other policy matters discussed recently included 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.</p> <p><u>Action:</u> The Executive Committee considers each policy matter and makes decisions as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11  | <b>Report of the Executive Committee to the Meeting of the Parties</b> | <p><i>This agenda item is considered at the first meeting of the year if that year's MOP is scheduled to take place before the last Executive Committee meeting of the year; otherwise, it is considered at the second meeting.</i></p> <p>The Executive Committee is required to report to the MOP each year through the Chair of the Executive Committee. The <b>Draft report to the Meeting of the Parties</b> prepared by the Secretariat, sums up the activities of the Executive Committee during 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.</p> <p><u>Action:</u> 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.</p> |
| 12  | <b>Production Sector</b>                                               | <p>The Sub-group on the Production Sector, a subsidiary body of the Executive Committee, assists the Executive Committee in developing guidelines for funding projects targeted at the phase-out/phase-down of the production of controlled substances and reviews and recommends the approval of projects in the production sector. 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).</p> <p><u>Action:</u> The Executive Committee considers the <b>Report of the Sub-group on the Production Sector</b> and draft decisions from the Sub-group on the Production Sector and takes action as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 13  | <b>Other matters</b>                                                   | <p>Under this agenda item, the Executive Committee discusses any matters that are not covered by other agenda items and takes action as necessary. One regular matter under this agenda item is the consideration of the dates and venue of future Executive Committee meetings presented by the Chief Officer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| No. | Agenda items and sub-items                   | Description, document(s) (in bold text) and action expected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14  | <b>Adoption of the report of the meeting</b> | <p>A <b>Draft report of the meeting of the Executive Committee</b> (L.1), which contains a draft of the proceedings and all the decisions, is prepared by the Secretariat, and reviewed by the Chair. The L.1 report is posted in the password-protected section of the Fund's website one or two hours in advance of the final session of the meeting.</p> <p><u>Action:</u> The Executive Committee adopts the report of the meeting based on 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. It should be noted that Committee members cannot open substantive discussions on any agenda item at this point.</p> <p>Following the meeting, the Secretariat finalizes the <b>Report of the meeting of the Executive Committee</b>. 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.</p> |

## 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.

### 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.

### 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.

### 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 parties (their names should be indicated in the replies to the invitation letters)<sup>38</sup> and one additional Article 5 delegate of one Article 5 party that is not eligible through the existing rotation system for a seat on the Executive Committee for the year in question in line with decision XXXIV/17 of the Parties<sup>39</sup>; and
- the President of the Bureau of the MOP (or her/his representative) if she/he is a national of an Article 5 country.<sup>40</sup>

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.<sup>41</sup>

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

### 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.

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<sup>38</sup> See UNEP/OzL.Pro/2/3 (Appendix II to decision II/8, paragraph 6); UNEP/OzL.Pro/4/15 (Annex X to decision IV/8, paragraph 6), UNEP/OzL.Pro.34/9/Add.1(decision XXXIV/17).

<sup>39</sup> Decision 91/6(b)(ii)

<sup>40</sup> See document UNEP/OzL.Pro/ExCom/5/16, paragraph 65.

<sup>41</sup> See document UNEP/OzL.Pro/ExCom/11/36, paragraph 24.

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 their wish to be represented at meetings. These organizations can only attend provided there is no objection from the Committee members.<sup>42</sup> Apart from the above, Executive Committee meetings are not open to the general public.

### **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.

### **Practical arrangements**

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

### **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.

### **Closed meetings**

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

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<sup>42</sup> 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).

**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.

**List of participants**

A list of meeting participants is circulated during the meeting.

## APPENDIX 4: REFERENCE INFORMATION

### Multilateral Fund 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 27<sup>th</sup> meeting onwards<sup>43</sup>. The website also provides access to evaluation reports, the guides on the submission of different types of projects, and fact sheets and final reports for demonstration projects.

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 username 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 cases studies associated with evaluations.

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

### Secretariat 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 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 controlled substances 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 phase-out of controlled substances.

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, tonnages 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.

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<sup>43</sup> Any documents not available on the website are available on request from the Secretariat.

**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, tonnages 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 database<sup>44</sup> 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](http://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>

**Documents and guides issued by the Secretariat****Final reports of the Executive Committee meetings**

Final reports of the Executive Committee can be found on the website of the Multilateral Fund and include the full text of all decisions taken at that particular meeting. Since the 17<sup>th</sup> 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 84<sup>th</sup> meeting. Since the 39<sup>th</sup> meeting, the most significant decisions and discussions of each meeting are summarized in a post-meeting summary available on the Fund’s website.

**Phase-out plans and projects**

This document contains the texts of all agreements and associated Executive Committee decisions pertaining 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

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<sup>44</sup> Decisions 74/6(b) and 75/6(b).

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.

### **Guides on the submission of project proposals**

The Secretariat has produced several guides to provide implementing agencies and Article 5 countries with clear advice on the preparation and submission of projects proposals including inter alia project preparation of stage I of Kigali HFC implementation plans (KIP), new stages of HPMPs, tranches of HPMPs and HPPMPs, and institutional strengthening projects.

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

### **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, scientific reports and the Ozone Secretariat's publications, including the Handbook for the International Treaties for the Protection of the Ozone Layer. A Country data section provides data reporting tools and access to Article 7 data. The website also includes an education portal aimed at under-18s including games and a teacher toolkit.

### **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 12<sup>th</sup> edition (2019) is available at [https://ozone.unep.org/sites/default/files/2019-07/VCHandbook\\_W\\_2019.pdf](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 14<sup>th</sup> edition (2020) is available at <https://ozone.unep.org/sites/default/files/Handbooks/MP-Handbook-2020-English.pdf>.

### **UNEP OzonAction**

#### **Guide for National Ozone Officers**

Information tailored to the needs of MPO/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 in English, French and Spanish at <https://www.unep.org/ozonaction/resources/toolkits-manuals-and-guides/unep-guide-national-ozone-officers>.

## ACRONYMS

|       |                                                    |
|-------|----------------------------------------------------|
| CAP   | Compliance Assistance Programme                    |
| CFC   | Chlorofluorocarbon                                 |
| CRP   | Conference room paper                              |
| CTC   | Carbon tetrachloride                               |
| FERM  | Fixed-exchange-rate mechanism                      |
| 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          |
| IS    | Institutional strengthening                        |
| KIP   | Kigali HFC implementation plans                    |
| LVC   | Low-volume-consuming (countries)                   |
| MOP   | Meeting of the Parties                             |
| MPO   | Montreal Protocol Officer                          |
| MPU   | Montreal Protocol Unit                             |
| MYA   | Multi-year agreement                               |
| 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                           |
| PCR   | Project completion report                          |
| PIC   | Prior informed consent                             |
| POP   | Persistent organic pollutant                       |
| RMP   | Refrigerant management plan                        |
| SMEO  | Senior Monitoring and Evaluation Officer           |
| SSFA  | Small Scale Funding Agreement                      |
| TEAP  | Technology and Economic Assessment Panel           |
| TPMP  | Terminal phase-out management plan                 |
| UNDP  | United Nations Development Programme               |
| UNEP  | United Nations Environment Programme               |
| UNIDO | United Nations Industrial Development Organization |