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Executive Committee of the
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UNEP
1991 PROGRESS REPORT
AND
1992 WORK PROGRAMME

**1992 UNEP PROPOSED WORK PROGRAMME
UNDER THE INTERIM MULTILATERAL FUND
(PRELIMINARY DRAFT)**

Executive Summary

In June 1991, the Executive Committee adopted the UNEP programme to be carried out under the Multilateral Fund during 1991.

This document reports the progress made up to date, and describes the proposed programme to be carried out for 1992.

I. Progress report of the 1991 programme

The programme consisted of three interrelated activities:

- (1) a worldwide technical information exchange system through the operation of a computerized clearinghouse of technical and legal information on CFCs using the existing International Cleaner Production Information Clearinghouse (ICPIC) as a basis; the existing ICPIC system is being adapted, data gathering has begun and the system should become fully operational by the end of 1991.
- (2) the organization of three regional training workshops:
 - two workshops will be organized in November and December for the Asia and the Pacific region and for Arabic speaking countries respectively
 - the third workshop is planned for the Latin America and the Caribbean region in March 1992
- (3) the preparation and dissemination of technical brochures and guidelines:
 - the preparation of 5 guides has been initiated, and the first drafts will be available for review by the end of the year
 - a newsletter *OzonAction* will be published in November 1991
- (4) the realization of country studies for six low-volume CFC consuming countries; the corresponding work has been delayed and first contacts have just been initiated.

The programme is advised by a group of 10-12 persons drawn from industry, governments, and NGO's. IBRD, UNDP and the Interim Multilateral Fund are also participating in the group.

The group met in Paris on 29 July 1991. Notes from the meeting are available.

II. Lessons learned from the past 4 months' activity

1. The information exchange clearinghouse is a cornerstone of UNEP's programme. The staff and costs involved for the development of such a clearinghouse have been underestimated.
2. The number of experts is low, and the same people are under pressure to participate in workshops and conferences, to provide technical advice and to run their own activities. It is thus taking time to enlist them in UNEP's programme.
3. Information exchange and networking activities, which are the basis of the UNEP 'clearinghouse' function, require personnel, and short-term permanent staff are needed to perform the necessary tasks to meet the expectations.

III. 1992 Programme

1. Content

The 1992 programme aims to consolidate and strengthen the work undertaken in 1991, and is composed of the same three elements:

- (i) information exchange through:
 - continuation and improvement of the CFC/ICPIC system
 - publication of a computer information networking packet that describes how to link up to existing computerized databases
 - publication of a manual "Elements for establishing policies and strategies" (this includes guidelines for establishing a national ozone office).
- (ii) training and networking activities:
 - organization of one regional workshop for Africa, (in addition to workshop in Latin America which was postponed from 1991)
 - follow-up to 1991 regional workshops by organizing meetings of national CFC officers in Asia and the Pacific in order to review the progresses made since the last workshop
 - preparation of training manuals to be used at the national level
- (iii) country programme for 6 low-CFC consuming countries following the guidance given by the Secretariat of the Executive Committee.

2. Organizational modalities

The advisory group set up in 1991 will continue to advise UNEP on the execution of the activities.

The programme will be led by a coordinator, P-5 paid by UNEP (still to be recruited). Additional staffing is necessary to perform the above tasks: 1 senior professional, 1 information officer, 1 junior professional, 2 research assistants.

3. Costs

The cost of the 1992 suggested programme is:

-	information exchange:	915 000
-	training and networking activities:	515 000
-	country programmes:	180 000
-	advisory group meeting:	35 000
-	travel:	100 000

1 745 000

with 13% allowance for programme supports

226 850

the total is

\$

 1 971 850

PROGRAMME DETAILS

1. Information exchange

1.1 Background:

Much of the success of the implementation of the Montreal Protocol will rest on the availability of pertinent information to concerned parties. This information, which is rapidly changing all over the world, must be made readily accessible to all decision-makers concerned, thus making the Information Exchange Clearinghouse a response of foremost importance to that need.

1.2 Progress under the 1991 programme:

- First steps to develop the international computerized information clearinghouse have been taken:
 - a memorandum of understanding has been signed with US/EPA so as to adapt the existing International Cleaner Production Clearinghouse to the specific needs of the CFC project, and provide format specifications for inputs. In liaison with the chairperson of the technology review panels, consultants or consulting firms have been contacted or identified to collect information on the various alternative technologies in the main sectors concerned. Discussions with ICOLP have led to an agreement to link Ozonet and ICPIC. Technical modalities are being implemented. Bibliographical analyses are being done for future input in CFC/ICPIC. A demonstration version of the system should be available for the Asian workshop. The system on Telenet should be available to users early 1992.
 - a specialized company has been contracted to produce 5 technical brochures aimed at raising awareness and level of understanding of top decision-makers in governments and industry on available tools and alternative technologies to phase out CFCs. First drafts will be available for the workshops end 1991 and should be finalized first quarter of 1992.
 - a letter to government parties to the Protocol has been sent asking them to send relevant information for input in CFC/ICPIC.
 - the first issue of a newsletter *OzonAction* will be published end 1991, and would be biannual, as suggested by the advisory panel.

1.3 Activity description and timetable

The main objective of the 1992 programme is to consolidate and expand the activities undertaken in 1991:

- | | | |
|-------|--|------------|
| 1.3.1 | development of ICPIC: collection of information on ozone, control of data input, responses to E mail requests. This implies constant efforts to get up-to-date information from governments, industry and other sources | Ongoing |
| 1.3.2 | preparation of a computer information networking kit that describes how to link up to existing computerized databases (ICPIC and related systems such as Ozonet, etc.) | April 1992 |
| 1.3.3 | preparation of a diskette version of the database for people who do not have access to telecommunication packet switching systems | Dec. 1992 |
| 1.3.4 | Operation of a query-response system through regular mail | ongoing |
| 1.3.5 | Continue publication of a biannual newsletter <i>OzonAction</i> , reporting latest news from governments and industry to phase out CFCs | |
| 1.3.6 | Publication of a manual on "elements for establishing policies, strategies and institutions for ozone layer protection". The manual should provide a checklist of options to establish CFC phase-out policy and strategy, including the supporting actions, in particular the establishment of an "ozone office". The tasks, role and means for which an office would be described. This manual would be prepared on the basis of the work already undertaken in a country who is establishing a CFC office (Mexico) and of the work concretely undertaken by UNEP in a low consuming country, for example Ghana | |
| 1.3.7 | Issue of one or two technical publications to supplement the first series of brochures which are being prepared under the 1991 programme, and providing practical technical information beyond the elements given in the reports of the technology review panels. | |

It is not possible at this stage to give a definite list of such publications, but this would be decided by the advisory group.

As examples of possible publications:

- retrofit of aerosol factories (on the basis of report by Mr. Montfort Johnsen)
- recovery and recycling of refrigerants for auto air conditioning

In addition existing technical brochures produced by countries, when internationally recognized could simply be translated and disseminated.

Dec. 1992

1.4 Expected outputs

- rapid access by countries to technical and policy information (including up-to-date country profiles concerning CFCs)
- access to information by computerized system (packet switching networks or diskettes) as well as by traditional means (mail, fax, telex)
- technical information previously prepared for training workshops
- address lists of country contacts, consultants, suppliers, industry experts, agency personnel
- on-line information searches available to all users (including implementing agencies)
- query-response system available through E-mail as well as through regular mail
- rapid communication by E-mail between personnel concerned with the CFC programme

1.5 Management of the activity

Day-to-day management of this programme element will be done by an information systems manager working at IEO, with the support of one full-time junior professional and one research assistant. US/EPA will continue to provide its contribution in maintaining CFC/ICPIC.

The informal experts working group on the information exchange activity will be extended and formalized to advise on and assist with data collection systems development and preparation of documents. Ad hoc working groups might be necessary on specific subjects.

1.6 Activity requirements and costs

As already stated in the 1991 proposal, the major part of the workload is associated with information collection, verification, formatting, retrieval and dissemination. This requires staffing, at minimum 1 senior information systems specialist to follow up the collection and dissemination of information, 1 junior professional to deal with the query response system, 1 research assistant, consultants and services of specialized firms will also be needed. The agreement with US/EPA to continue to support the programme is also necessary.

Anticipated costs are:		US \$
- short term contracts		195 000
- Information Officer	95 000	
- Junior Professional	60 000	
- Research assistant	40 000	
- consultants or consulting firms and organizations for the database		400 000
- maintenance of the ozone component of ICPIC (formatting, inputting information on ozone)	150 000	
- continuation of collection of information in the various areas concerned including the adaptation of technologies	200 000	
- preparation of technical documentation	50 000	
- preparation of documentation and newsletter		170 000
- newsletter (2 issues in 6 languages)	70 000	
- Lay-out, translation of reports and guides, printing	100 000	
- ad hoc expert group meetings		70 000
- miscellaneous including telecommu- nication charges, equipment and supplies; dissemination costs		80 000
		915 000

2. Training and networking activities

2.1 Background

There is an increased awareness of both government and industry decision-makers on CFC issues. However, they do not always have the necessary information on possible policies and strategies to phase out CFC, on technical alternatives, as well as on sources of information and international support.

In addition people in positions concerned with the development of policies and activities to implement the Montreal protocol should be able to meet between "peers" and with international experts to share experience, difficulties encountered, progress made. Finally industry managers at all level need information and training to implement.

Networking and training activities are thus necessary:

- at the regional level, to provide information to decision-makers in government, industry associations and companies CEOs and to help follow up the development of countries activities. These activities would also provide useful input to orient the implementing agencies work programme. Regional or sub-regional workshops and regular follow-up meetings are the most cost-effective means to allow such sharing. UNEP seems, through its regional offices, the agency in the best position to lead those regional activities in co-operation with UNDP and the World Bank.
- at the national level, to train government officials and industry managers in the various industry sectors concerned. Such training activities will be led by UNDP and UNEP. However, it will certainly not be possible to UNDP and UNEP to respond to all training needs, and efforts are required to train the national trainers, as well as to produce training materials which can easily directly be used by countries themselves.

Finally there is a need for the various consultants and staff from the implementing agencies involved in the preparation of country programmes, to share their experiences, to hear the latest findings of the technology review panels, to learn about other activities going on.

2.2 Progress under the 1991 programme

A regional workshop is being organized in Asia and the Pacific in November 1991, another one for the Arabic-speaking countries in

December 1991. The workshop planned for Latin America and the Caribbean has been delayed to early 1992.

The workshops have been designed to provide to decision-makers in government and industry, in positions concerned with the use of alternatives to CFCs and other ozone-depleting substances the latest information on:

- the effect of ODS to the atmosphere
- possible policies and strategies to phase out CFCs
- available technical alternatives (most chairpersons of the technology review panel are participating)
- sources of international funding
- existing sources of technical support and information.

Funding from other sources has been secured to invited non parties to the Protocol, so as to encourage them to ratify it.

2.3 Activity description and timetable for 1992

- 2.3.1 Organization of regional workshop for Africa (September 1992) in both English and French. (p.m. The Latin America and the Caribbean workshop will be held in March 1992, with 1991 funding). The agenda of those workshops should be similar to the previous ones, but might be adapted to take into account their results.
- 2.3.2 Organization with USSR of a workshop in USSR, with participation of countries parties to the protocol (Art 5 and non Art 5). (This would be funded by USSR through in-kind contribution).
- 2.3.3 Organization of subregional meetings of national CFC officers in charge of the day-to-day work to design and implement measures to eliminate the use of ozone depleting substances. A few CFC officers from countries with advanced elimination programmes would participate in those workshops. This would allow exchange of experience and mutual co-operation between governmental officers in charge of the elimination of CFCs and other ozone depleting substances. This would also be a concrete way to follow up the progress made since the previous workshops. This would help create networks between "peers" which should meet regularly. One such workshop is scheduled in March 1992 under a UNEP/SIDA project for the South East Asian/Pacific Region, and there is thus no need for funding from the multilateral fund.

- 2.3.4 Preparation (or adaptation of training manuals/distance learning kits in the various industrial sectors to be used at national level by national CFC offices, and by other implementing agencies. The preparation of these manuals or kits would be prepared, in close liaison with UNDP, on the basis of training activities developed in 1992 in countries. In 1992 two such documents could be prepared, the final subject being defined by the advisory group. In a first approach, manuals on refrigeration and solvents seem to be first priority.
- 2.3.5 Support to regional or national workshops arranged by countries themselves. A number of developing countries are starting to prepare training activities at national or subregional level. Some have already formally or informally requested support from UNEP i.e. Singapore for East Asian countries, Kenya for a workshop on refrigeration for English-speaking African countries. A small provision should be made to support those initiatives.

2.4 Expected outputs

- Improved awareness and skills at the country level, particularly for national administrators and industry managers
- Accelerated development of country programmes on CFCs as a result of improved awareness and knowledge
- Opportunity for contact between local personnel and international experts. This is particularly important for small countries that do not have other Fund activities
- Establishment of regional networks of country focal points and experts
- Support to countries to help them run their activities (training of trainers, preparation of training documentation).

2.5 Management of the activity

Day-to-day management will be by a senior professional working at IEO, with the support of one research assistant. The experience with the UNEP/SIDA coordinator in the ROAP office, funded until July 1992, has proven to be very useful. It has also contributed to better synergy with UNDP and World Bank activities in the region.

As in 1991, private sector consultants, industry and government specialists will participate in the various workshops and meetings.

2.6 Activity requirements and costs

(a) organization of regional workshops and meetings:

US \$

- workshop in USSR 0
(travel and living expenses would
be on in-kind contribution from USSR)
- 1 workshop in Africa 210 000
(same basis as in 1991)
- meeting of CFC officers
- in East Asia and Pacific (funded by
UNEP/SIDA)

(b) support to national training activities
in developing countries:

- consultants fees (for 30 000
preparation of teaching aids and manuals)
- publication and translation of 100 000
teaching aids and documentation
- travel of participants and 100 000
demonstration equipment
- miscellaneous including tele- 75 000
communication charges equipment,
supplies for IEO

Total 515 000

3. Country studies for low-volume CFC consuming countries

3.1 Background

It has been decided that UNEP would be in charge of conducting studies in countries that are very small consumers of CFCs. Short visits by UNEP consultants, in association with local consultants will help those countries to prepare a first profile of their situation, enabling them to start defining their policies. In addition, countries need guidelines to facilitate the routine and comparable reporting of the local CFC consumptions of the various industries involved and of the relevant trade association.

3.2 Progress to date under the 1991 programme

Contact with the governments of Ghana and Bangladesh has been perused. Work on outline for the country studies has been started. However, much of the 1991 programme has been delayed and will be carried over to 1992.

3.3 Activity description

Country programmes for 6 additional low-CFC consuming countries, among the following: Burkina Faso, Cameroon, Iran, Togo, Fiji, Gambia and Malawi will be performed, following the guidelines of the manual currently prepared by the Fund Secretariat.

3.4 Expected output

- Improved understanding of the situation in countries not already covered by IBRD or UNDP or by bilateral studies
- identification of options and needs for technology transfer and programme development in countries
- development of country programmes for low-volume countries
- establishment of closer links with national experts, industries and administrators in these countries

3.5 Management of the activity

The CFC coordinator would be managing the country programmes, with the help of one consultant from a developed country and local consultants.

3.6 Activity requirements and costs

US \$

- country programmes 180 000
(30 000 US\$ x 6)

4. **Management of the Overall UNEP Programme**

4.1 Situation to date

The hiring of the overall coordinator has been postponed due to the difficulty in identifying a suitably experienced candidate. The 1991 programme has been in fact directly co-ordinated by the IEO director. Particular support has been provided for the organization of the workshop in Asia by the UNEP/SIDA coordinator in the UNEP/ROAP office.

The advisory group to the UNEP programme met in July 1991. A meeting of main industry associations from concerned developed countries is scheduled for December 1991 to discuss their further involvement and contribution to the programme (this will be at no cost to the Fund).

4.2 1992 Programme

The hiring of the coordinator remains a priority. In any case, as underlined above, it is indispensable, for this clearinghouse function, to hire additional staff on one-year contracts both at IEO and in the regional offices.

The advisory group should meet twice in 1992 and meetings of industry associations, by industry sectors should also be organized.