



United Nations Environment Programme



Distr.
LIMITED



UNEP/OzL.Pro/ExCom/4/9/Rev. 2
7 June 1991

ORIGINAL: ENGLISH

Executive Committee of the
Interim Multilateral Fund for the
Implementation of the Montreal Protocol

Fourth Meeting
Nairobi, 17-18 June 1991

REVISED WORK PROGRAMME AND RELATED BUDGET
FOR THE UNITED NATIONS ENVIRONMENT PROGRAMME

SUMMARY OF THE PROPOSED UNEP WORK PROGRAMME - 1991

This document describes the revised UNEP work programme proposed to be carried out under the Multilateral Fund during 1991. The programme is complementary to other Fund activities proposed by UNDP and IBRD. Total cost of the UNEP proposal for 1991 is \$ 1,676,000.

Programme summary:

The programme consists of three interrelated activities:

- (i) country studies for six low-volume CFC consuming countries (Maldives, Syria, Uganda, Zimbabwe, two unidentified) to supplement the more major studies underway by the IBRD or UNDP, and to up-date information already held.

The cost of this part is \$150,000, mostly for consultant visits;

- (ii) three regional training workshops for a total of 150 persons on CFC replacement technologies and policy development. Workshops are aimed at both government and industry decision makers (representatives of industry associations and company CEOs).

The cost of this part is \$738,000. Following a review of the above three workshops, further workshops may be proposed for 1992/1993.

- (iii) a worldwide technical information exchange system through:

- . the operation of a computerized clearing-house of technical and legal information on CFCs. By using the framework of the existing International Cleaner Production Information Clearing-house (ICPIC) within UNEP, such a CFC clearing-house can be started immediately without incurring new system development costs.
- . the preparation and dissemination of technical brochures and guidelines providing decision makers in government and industry, as well as consultants and agencies, the necessary elements to develop and implement the programmes for phasing out CFCs.

The cost of this part is \$526,000.

Programme organization:

The programme will be run by UNEP's Industry and Environment Office (IEO) in Paris. A small advisory group (10 to 12 persons) drawn from industry, governments, IBRD and UNDP will advise UNEP on the execution of the activities, and provide liaison with important supporting organizations. The cost of meetings of this group is estimated at \$70,000, and is additional to the activity costs above.

The proposed programme activities are complementary to those already being carried out by the other implementing agencies, and by some bilateral agencies. Some activities such as training and country studies will be run jointly or in collaboration with UNDP and IBRD. Training and information exchange will also rely on close cooperation with industry and research organizations so as to ensure that up-to-date technical information is available.

While UNEP has the necessary experience and contacts to allow the proposed activities to start up without delay, existing staff are already fully committed to other programmes and cannot be redeployed. Additional personnel and administrative support are required to carry out the necessary coordination, training, meeting organization and information dissemination work. A senior programme manager is required to supervise the overall programme, and to take direct charge of the training activities. A information specialist will manage the information clearing-house. General technical support will be provided by a research assistant. The heavy administrative load of workshops and meetings, data input, day-to-day enquiries and information exchange, in addition to routine correspondence and filing, will require two secretaries.

Coordination with the complementary activities of other implementing agencies and the Fund Secretariat will continue through direct contact as well as the periodic meetings arranged by the Secretariat.

Programme Cost:

Personnel and travel costs are based on standard UN rates. An average cost of \$500 a day has been allowed for consultants.

The direct cost of the UNEP activities is:

. 6 country studies	\$ 150,000
. 3 regional training workshops	\$ 738,000
. CFC information exchange system	\$ 526,000
. Advisory group meetings	<u>\$ 70,000</u>
	\$1,484,000

With 13% allowance for programme support the total is \$1,648,670.

UNEP will bear the cost of the co-ordinator of the Programme (P5 level) and of a secretary.

PROGRAMME DETAILS

1. Country Studies for Low-volume CFC Consuming Countries

1.1 Background:

Some countries that are very small consumers of CFCs have not so far been included in studies conducted by other agencies. For these countries, at their request, short visits by UNEP consultants will provide a first profile of their situation, and develop a preliminary action plan for the government.

National action to be considered may include technology change, legislation development, administrative action, and training and awareness raising. A preliminary questionnaire similar to that already used for earlier studies by IBRD, will precede a country visit so as to try to identify the broad features of the national situation in advance.

1.2 Activity description:

Consultant visits have already been requested by Uganda, Zimbabwe, Syria, Maldives, and can be followed up immediately. Other requests are expected to follow in due course. Countries which have not yet requested studies include: Fiji, Guatemala, Uruguay, Burkina Faso, Zambia, Uganda, Gambia, Malawi, Libya, Iran. Further countries will become eligible as ratification continues of the Protocol.

The country visits will combine a baseline survey on CFC use with technical and policy advice for replacement and control. The consultant will identify CFC uses within the country, the possibilities for replacement, and the type of technical assistance, information and support services needed. The foreign expert would be assisted by local consultants or technical personnel wherever possible.

The options will be presented in the form of a preliminary country programme. Terms of reference of the visit will depend on the specific nature of the requests. All proposals for country visits would be subject to prior consultation with the Fund Secretariat, and with UNDP and IBRD.

1.3 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.

1.4 Timing and management of the activity:

The following timing is anticipated:

- contact with national authorities	July, August 1991
- mailing of questionnaire	July, August 1991
- country visits	Sept., Nov. 1991
- reports from visits	Nov., Dec. 1991

The activity will be co-ordinated by the programme manager in consultation with the Secretariat and implementing agencies.

The scheduling of country studies depends on the timing of the requests from the countries. It is likely that some studies will need to be carried out also in 1992/93. These will be detailed in subsequent work proposals.

1.5 Activity requirements and cost:

A two-week consultant mission is planned for four countries (Maldives, Syria, Uganda, Zimbabwe) in the latter half of 1991. The objective is to hold discussions with government and industry about types and quantities of controlled substances, types and locations of relevant industries, and about the needs and options for a national programme.

The consultant will prepare a report similar in format to previous country reports of other agencies. Two weeks for preparation and reporting is allocated to the consultant. In order to establish good local links and collect information that is as accurate as possible, it is planned to use the services of a local expert for up to eight weeks in each country to assist the consultant in data collection.

Details of visits and studies will be further defined after contact with the national authorities has been taken up again, and after the UNEP personnel has been recruited. The estimate below is an average commitment per study.

<u>Cost summary per study</u>	<u>\$ US</u>
consultant; 20 days at \$500/day	10,000
travel for international expert	4,000
subsistence	2,000
national expert 8 weeks at \$1,000/wk	8,000
reporting costs, etc.	1,000
	<u>25,000</u>

The estimated cost for the four countries is thus \$100,000.

A contingency is proposed for two other visits during 1991, (\$25,000 each), making a total of \$150,000.

2. Regional Training Workshops on CFC-free Technologies

2.1 Background

Awareness of both government and industry decision makers on CFC issues and their policy and technical implications is crucial to the successful implementation of the Montreal Protocol. All stakeholders involved have to know about alternative technologies to phase out CFCs, and the costs and benefits associated.

Training activities are thus necessary:

- . at the regional level, to provide basic information on CFC control policies and strategies, as well as on CFC replacement technologies and products, to decision makers in government and industry (industry associations, and company CEOs)

Regional workshops are the most cost-effective means of sharing such information. They also facilitate the sharing of national experiences among participants from different countries. Regional training will be carried out by UNEP, with the collaboration of UNDP.

- . at the national level, to identify the detailed technical options in each country in the specific industry sectors concerned (i.e. electronics industry, refrigeration etc.). Such training would occur after the regional workshop.

Accordingly, national programmes are not shown here, however close co-ordination will obviously need to be maintained between agencies through the Secretariat to define further training activities.

2.2 Activity description:

Regional workshops will raise the knowledge and skills of national officials so as to facilitate the implementation of the Montreal Protocol. Training will concern key CFC use sectors such as aerosols, refrigeration, solvents, foams, and halons, focussing on technical, legal and policy aspects of management. The workshops will improve awareness of the technology options of CFC replacement, and an enhanced ability to prepare and implement country action programmes.

Workshops are aimed at national decision-makers in industry, government, and research. As well as learning from foreign experts, participants will be able to share experiences about their respective national activities. The workshops will also be a useful opportunity to up-date country information.

Workshops methods include lecture presentations, group discussions, case study analysis, and problem solving exercises. The experience with these workshops can eventually be summarized in a resource manual that is published for use by developing countries and international agencies for their own further use, either in original language, or in translated version.

Workshops will be offered to all regions. Wherever possible the workshop language will take account of the dominant regional language, eg. Arabic, French, Spanish, although familiarity use with English would make best use of available technical literature.

During 1991 it is realistic to plan for three workshops in Asia, Latin America, Middle East respectively, as the major CFC using countries are in these regions. Further workshops for Africa (French and English language) and other regions are desirable during 1992. (Note that a one-day seminar on alternative CFC options was included in a UNEP workshop on climate change held for French-speaking african countries in Valbonne, France, in January 1991).

Workshops are in the first instance aimed at national personnel involved in preparation of country programmes. Countries that are not already subject to detailed training and technical assistance are particularly targeted; however national personnel from more active countries will also benefit, and may in fact have useful experiences to share with the smaller countries.

Workshops will be run by UNEP/IEO in collaboration with other agencies and organizations. IBRD, UNDP, and UNIDO in particular will be invited to assist with, and participate in, such workshops. Industry will be asked to participate in these workshops by providing resource persons and technical information and by sponsoring trainees. Five expert resource persons from Europe, North America and Japan are needed to cover the diverse topics to be dealt with, augmented by local experts where available.

At the end of the first phase of regional workshops, a high-level meeting of the technical and policy experts and key country representatives who participated in the workshops is planned so as to review the results and advise on future training programmes. The budget for such a high-level meeting is outside the current 1991 programme period and will have to be discussed subsequently, but can be expected to be around \$100,000.

2.3 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 smaller countries that do not have other fund activities.
- . Establishment of regional networks of country focal points and experts.
- . Preparation of a resource manual based on the workshop experience to allow similar workshops to be run by other organizations at the national level.

2.4 Locations for regional workshops in 1991:

Three workshops are planned for 1991:

Middle East - all countries. English language. Possible venue: Egypt.

Latin America - principally smaller countries, but including also Mexico and Brazil. Spanish and/or English language. Possible venue: Venezuela.

Asia - all countries. English language. Possible venue: Thailand.

Subsequent workshops for Africa (English and French languages) and Eastern and Central Europe are foreshadowed for 1991, but have not for the moment been included in this 1991 proposal.

2.5 Timetable:

The proposal is for the set of three 5-day workshops to commence in September, and finish in December 1991. Detailed programmes, timing and venues will be developed during July/August 1991. The results of country contacts made during this time as well as the outcome of more detailed discussions with UNDP and IBRD will be influential in making these decisions.

The best time for the high-level review meeting is soon after the completion of the workshops. February 1992 is tentatively suggested. This will allow an early start to organizing the subsequent workshops and other activities for the 1992 funding year. It would be helpful if an agreement in principle for such a meeting can be reached soon.

2.6 Management of the activity:

The workshops will be organized by the CFC programme manager within UNEP/IEO, assisted by a secretary and half-time equivalent of a research assistant. Resource persons and speakers at workshops will be private sector consultants or industry specialists, drawing upon experts already known to UNEP, IBRD and UNDP.

In order to provide continuity for these consultants, the workshops will be planned to follow each other relatively quickly in time (but will of course occur in different regions of the world). Workshop programming will be organized in consultation with the Secretariat, IBRD, and country focal points, and with the assistance of UNDP Resident Representatives in the countries concerned.

2.7 Activity requirements and costs (3 regional workshops):

(a) Direct workshop costs (per workshop)

Participants travel and per diem (3 per country x 12 x \$ 4,000 av.)*	144,000
Speakers/resource persons (5 consultants) 1 week workshop plus 1 week preparation (at \$500/day)	25,000
Speakers (5) and staff (2) travel and per diem	35,000
Conference facilities	5,000
Sundry	8,000
Total per workshop	217,000
Total for 3 workshops	<u>651,000</u>

(b) Other costs

Consultant fees (preparation of workshops)	30,000
Travel (including meeting for resource persons)	20,000
Preparation of teaching aids	17,000
Miscellaneous including telecommunication charges, equipment and supplies	<u>20,000</u>
	87,000
Grand total for 3 workshops	<u>738,000</u>

* It is anticipated that up to 20 representatives from national industries in the region can be accepted to participate at their own costs thus increasing the number of participants per country.

3. Information Exchange and Technology Transfer

3.1 Background:

The preparation and implementation of country programmes depends on the availability of up-to-date information on the containment, recovery, recycling or destruction of controlled substances, as well as on alternatives to CFC technologies. Information on associated costs is also necessary.

A comprehensive set of publications from the technology review panel was published in 1989, providing information of progress to reduce the use of ozone depleting substances. Other publications have since been prepared in various countries, and a computerized database (OZONETT) has been started by an industry association (ICOLP) in North America to collect and disseminate information there on the subject.

While these initiatives are a useful start, further effort is needed to:

- . collect and share available technical information in a more coordinated way, and on a more global basis,
- . improve the dissemination of this information to parties to the Protocol that are developing countries,
- . prepare a series of multiple language technical brochures on CFC alternatives for various industry sectors. The brochures are for widespread general use,
- . respond to individual technical queries related to CFCs.

The proposed UNEP activity responds to these needs.

3.2 Activity description

The activity will include two main components: an international computerized information exchange clearing-house adapted to the needs of developing countries, and the preparation and dissemination of technical brochures and documents in multiple languages.

3.2.1 International computerized information clearing-house:

The information to be collected and disseminated includes:

- . short descriptions of alternative technologies and products (including cost elements and contacts for further details) in sectors such as refrigeration and air conditioning, foams, aerosols, electronics, solvents, halons,
- . short descriptions of recovery and recycling processes,
- . lists of experts, consultants, suppliers and institutions,

- . references of publications, studies and reports (and summaries),
- . country programme summaries,
- . country legislation on CFCs,
- . company policies and programmes to phase out CFCs.

The information will be collected from literature as well as directly from industry or experts on the contact list. It will also be abstracted from documents resulting from activities undertaken by other agencies under the Fund, such as country studies, technology appraisals, etc. The information collected will be formatted, validated and input for dissemination (see below).

Establishment of the system will be as follows:

- . In order to avoid delay and unnecessary expense in setting up a parallel new system, the proposal is to use the existing clearing-house within IEO's cleaner production programme. The existing International Cleaner Production Information Clearing-house (ICPIC) has been sponsored by US EPA, and has been adapted by IEO for worldwide use. However it does not currently contain information on technologies related to CFCs, and a further slight adaptation of the system will be necessary.
- . Connection to ICPIC is via the normal telephone network through TELENET, using direct on-line access via a PC modem. ICPIC itself allows further networking with other databases that contain information on CFCs, and in particular with OZONETT. Agreement in principle has already been reached with ICOLP to provide reciprocal access and eventual transfer of OZONETT to UNEP/IEO when the system development is completed. OZONETT is reached through the General Electric system. The TELENET system chosen for ICPIC allows better access from developing countries.
- . The E mail system incorporated in ICPIC will allow a computerized query-response service.

The modalities of operation of the clearing-house are:

- . a specialized working group composed of experts from industry, governments and research institutions will overview the operation of the system, and assist with the collection and verification of information. (A similar approach has been adopted for the Cleaner Production programme). Cooperation of industry in the industrialized world will be strongly solicited, as industry retains much of the information on relevant technologies.
- . use of the system is free. The cost of on-line connection from developing countries through TELENET is of the same order as fax costs (for example, for Zimbabwe the costs are around \$ 11 for a 30 minute connection including a 25 page printout).

- . countries not able to use the on-line service will be served directly by IEO with printouts, or information on diskette, whichever is preferred.
- . a regular monthly bulletin and occasional fact sheets will keep users up-to-date with system developments.

3.2.2 Preparation of technical brochures and documents

- . a series of multiple language technical brochures or documents, clearly presented and illustrated will focus on specific technical issues (refrigeration, air conditioning, foam production, solvents, halons). They will be targeted at general technical audience in industry and government, and teaching institutions. They will aim at raising awareness and providing basic information to facilitate the preparation and implementation of programmes of action. They will be widely disseminated through UNEP, as well as being available from the Secretariat and other agencies. They will be extensively used in future workshops. Their preparation will be supervised by the group of experts involved in the setting up of the computerized clearing-house.
- . a training resource manual, based on experience with the workshops, will be prepared so as to assist in the running of national workshops by UNDP and other organizations. The manual will contain essential reference material, case studies, work exercises, possible workshop programmes, and contact lists of experts and resource persons.

3.3 Expected outputs:

- . Rapid access by countries to technical and policy information.
- . 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.
- . Comprehensive up-to-date country profiles concerning CFCs.
- . Address lists of country contacts, consultants, suppliers, industry experts, agency personnel.
- . Permits on-line information searches by all users.
- . Query-response system available through E-mail as well as through mail.
- . Rapid communication by E-mail between personnel concerned with the CFC programme.
- . On-line information system can be useful for Secretariat use.

3.4 Timetable:

(a) Setting up the computerized information exchange system:

Adaptation of ICPIC	June 1991
Initial data collection from agencies	Immediate
Literature search, establishment of reference collection, compilation of list of experts.	-
Convening of expert working group	July 1991
Treatment of information, formatting, validation, input	July 1991
Commence information service to users	October 1991
Preparation of first news bulletin	October 1991
2nd expert group meeting to evaluate progress	November 1991

(b) Preparation and dissemination of technical brochures and documents:

Preparation of outline of brochures	July 1991
Review by expert working group	July 1991
Finalization of the brochures	October 1991
Lay out and translation	November 1991
Printing, dissemination in 6 languages	December 1991
Preparation of training resource manual	July-Oct. 1991
2nd expert working group	November 1991
Printing	December 1991

3.5 Management of the activity:

Day-to-day management will be by the information manager working in IEO. Interagency liaison will be through the expert group, and through programme co-ordination meetings (IBRD, UNDP, Secretariat, UNEP). The regular monthly news bulletin keeps contact with users.

As stated, the expert working group will advise on and assist with data collection, systems development, and preparation of the technical documentation.

The activity should be reviewed beginning 1992, and its possible extension to 1992 then discussed.

3.6 Activity requirements and costs:

The major part of the workload is associated with information collection, verification, formatting, retrieval and dissemination. This together with the networking needed for CFC information exchange requires a full time information manager, a research assistant and a secretary. Consultants and services of specialized firms will be needed for a short initial period to develop the system within the ICPIIC framework, and to prepare technical documentation.

The estimate below is for the 6 months to December 1991. Funding will also be necessary in 1992 to continue to operate, maintain, and update the system. New documents might also be necessary.

Anticipated cost for July/December 1991 are:

Consultant fees (or short term contracts)	195,000
. information collection, analysis, input preparation of technical documentation	
Travel	15,000
Miscellaneous including telecommunication charges, equipment and supplies	20,000
Experts working group meetings	56,000
Translation of technical reports, lay out, printing	220,000
Dissemination of documentation	<u>20,000</u>
Total	<u>526,000</u>

4. Management of the Overall UNEP Programme

The overall programme will be implemented by IEO.

Day-to-day activities will be the responsibility of the programme manager, appointed at a level equivalent to P5. In addition to co-ordinating the entire programme, the manager will take direct charge of the training activities and country studies. He will also supervise the establishment and operation of the clearing-house activities.

A small advisory group drawn from industry, governments, IBRD, UNDP and UNIDO (10/12 persons) will advise on the execution of the activities, and provide liaison with important supporting organization. The Secretariat would be represented on the group. Co-ordination with implementing agencies and the Fund Secretariat will also occur through the periodic meetings arranged by the Secretariat, as well as direct liaison.

Activities such as country studies and training will be carried out in collaboration with IBRD and UNDP, and of course in close contact with the Fund Secretariat. Regular reporting and accounting as required by UNEP and the Secretariat will occur. In addition, a special information bulletin will be prepared so as to keep personnel in the other agencies and in individual countries in touch with events.

The programme needs the co-operation of industry, including the users and producers of chemicals. Both industrialized and developing country industries will be brought into the training and information exchange activities as contributors, users, and advisers.

The programme presented here will be implemented during the second half of 1991. Nevertheless several activities assume that the programme will continue into 1992 and beyond, depending on the outcome of the regular review and co-ordination meetings. For the moment no estimate has been made of funding requirements beyond 1991.

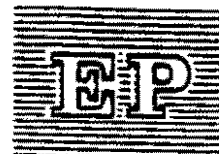


United Nations
Environment
Programme



Distr.
LIMITED

UNEP/OzL.Pro/ExCom/4/Inf.2
31 May 1991



ORIGINAL: ENGLISH

PROCEDURAL ARRANGEMENTS

AMONG

THE INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
("WORLD BANK"),

THE UNITED NATIONS ENVIRONMENT PROGRAMME
("UNEP"),

AND

THE UNITED NATIONS DEVELOPMENT PROGRAMME
("UNDP")

FOR CO-OPERATION AND ASSISTANCE IN PROTECTING THE OZONE LAYER IN THE CONTEXT
OF THE VIENNA CONVENTION FOR THE PROTECTION OF THE OZONE LAYER AND ITS
MONTREAL PROTOCOL ON SUBSTANCES THAT DEplete THE OZONE LAYER

Whereas the Parties to the Montreal Protocol on Substances that deplete the Ozone Layer ("Protocol") to the Vienna Convention for the Protection of the Ozone Layer ("Parties") will establish an Interim Multilateral Fund and subsequently a Multilateral Fund as part of a financial mechanism for the purposes of providing financial and technical co-operation, including the transfer of technology, to eligible developing countries to enable them to comply with the control measures of the Protocol;

Whereas the Parties have invited the World Bank, UNEP and UNDP (singularly "Agency", collectively "Agencies") to co-operate and assist the Parties within their respective areas of expertise and to make appropriate arrangements with the Executive Committee, acting on behalf of the Parties, and among themselves for these purposes;

Whereas the Agencies will each make specific arrangements for co-operation with the Executive Committee; and

Whereas the Agencies find it desirable to establish additional procedures for co-operation with one another, which will include a jointly reviewed and consistent work program of the Agencies to be presented to the Executive Committee;

NOW THEREFORE the Agencies agree as follows:

1. Role of the Agencies

The Agencies will accept the invitation of the Parties to co-operate and assist them within the respective areas of expertise of the Agencies as follows:

- (a) The United Nations Environment Programme shall be invited by the Executive Committee to co-operate and assist in the political promotion of the objectives of the Protocol, as well as in research, data gathering and the clearing-house functions, which are identified as follows:
 - (i) assist Parties operating under Paragraph 1 of Article 5 of the Montreal Protocol, through country specific studies and other technical co-operation, to identify their needs for co-operation,
 - (ii) facilitate technical co-operation to meet these identified needs,
 - (iii) distribute, as provided for in Article 9 of the Montreal Protocol, information and relevant materials, and hold workshops, training sessions, and other related activities, for the benefit of Parties that are developing countries, and
 - (iv) facilitate and monitor other multilateral, regional and bilateral co-operation available to Parties that are developing countries;

(b) The United Nations Development Programme shall be invited by the Executive Committee to co-operate and assist in feasibility and pre-investment studies and other technical assistance measures; and

(c) The World Bank shall be invited by the Executive Committee to co-operate and assist in administering and managing the programme to finance the agreed incremental costs.

2. Close Co-operation

Each Agency will fulfill its role as described in Paragraph 1 within the framework of a jointly reviewed and consistent work program of the Agencies and close co-operation with each other Agency. In particular, each Agency will consult each other Agency before making proposals to the Parties or the Executive Committee on matters of interest to the other Agency, and will pay due regard to the views of the other Agency.

3. Programmes of Activities and Budgets

Each Agency will prepare, after consultation with each other Agency, a planned programme of activities with a budget for fulfilment of its role as set out in Paragraph 1. In order to achieve complementarity, coherence and cost effectiveness of these activities, these plans will be reviewed by the heads of the Agencies, or their representatives, at their annual meeting pursuant to Paragraph 6. After the annual meeting, each Agency will submit its proposal to the Executive Committee.

4. Information

Each Agency will keep each other Agency continuously and adequately informed in a timely manner of its activities covered by these arrangements as it affects the other Agency.

5. Representation of Agencies

Each Agency will designate a senior staff member and an alternate for carrying out these arrangements.

6. Meeting of Heads of Agencies

The heads of Agencies, or their representatives, will meet every year within 90 days before the annual meeting of the Parties in order to review the operation of these arrangements and further co-ordinate the work of the Agencies as necessary.

7. Amendment

These arrangements may be amended by agreement of the Agencies in writing at any time.

8. Termination

These arrangements may be terminated by agreement of the Agencies in writing at any time, and will be terminated with respect to any Agency upon written notice by that Agency to each other Agency.

9. Effective Date

These arrangements will enter into effect on the date of the latest signature below.

Dated March 7, 1991

International Bank for Reconstruction and
Development

By /s/ Barber B. Conable

Dated 1 March 1991

United Nations Environment Programme

By /s/ M.K. Tolba

Dated March 12, 1991

United Nations Development Programme

By /s/ W.H. Draper