

# MULTILATERAL FUND FOR THE IMPLEMENTATION OF THE MONTREAL PROTOCOL

Inter-agency Coordination Meeting  
Montreal, 4 – 5 March 2025

MLF/IACM.2025/1/1

19 February 2025

## ANNOTATED PROVISIONAL AGENDA

1. Welcome by the Chief Officer.
2. Organization of work: The Chief Officer will present the organization of work taking into account time needed for bilateral discussions on some of the issues of the agenda and projects submitted, where more information exchange will be required between the Secretariat and the respective agency/agencies.
3. Country programme (CP) data: The Secretariat will make a brief introduction on the matter including potential modifications to section D of the CP data reporting format relating to HFC-23. Agencies are invited: (i) to provide status of submission of the outstanding 2023 CP data for Cabo Verde, the Democratic People's Republic of Korea, the Democratic Republic of the Congo, Equatorial Guinea and Myanmar, noting that projects cannot be considered for these countries with outstanding CP data reports (decision 52/5(f)); (ii) to give an update on additional information on the uses of applications of the reported HFC-23 consumption and any comments on the potential modifications to the reporting format; and (iii) to give feedback, if any, of Article 5 countries on using the online CP data reporting portal.
4. Monitoring and evaluation: The Senior Monitoring and Evaluation Officer will present the approved update to the 2025 work programme and other relevant decisions taken at the 95<sup>th</sup> meeting. She will inform briefly on the implementation progress of the work programme including an update on the project completion report reform, and the status of preparation of the evaluation-related documents that are due at the 96<sup>th</sup> meeting. She will address potential areas of further collaboration with the agencies for the implementation of the work programme.
5. Status reports and projects with specific reporting requirements: Attention will be drawn to annex I and annex II of the planning communication<sup>1</sup> containing a list of projects with implementation delays or recommended for additional status reports, and a list of projects with specific reporting requirements, respectively. Agencies are requested to submit all reports on the projects contained in annex I and annex II of the planning communication with all relevant information by 31 March 2025 and 17 March 2025, respectively.
6. Business planning:
  - (a) Status of implementation of the 2025-2027 business plan: The Secretariat will present a brief review of the status of implementation of the business plan and resource allocation following the 95<sup>th</sup> meeting, taking into account those projects that have been or will be submitted to the 96<sup>th</sup> meeting based on the agencies' lists of potential submissions.

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<sup>1</sup> The planning communication for 2025 is attached for ease of reference.

Agencies are invited: (i) to indicate their levels of certainty for the submission, to the 97<sup>th</sup> meeting, of projects remaining in the 2025 business plan; (ii) to make a forecast on additional projects not included in the 2025 business plan but planned to be submitted to the 97<sup>th</sup> meeting; (iii) to indicate their confidence level on committing fully the Fund resources available to assist Article 5 countries in implementing the Montreal Protocol provisions efficiently and effectively taking into account relevant new Fund policies.

- (b) Tranche submission delays: Agencies are requested to advise: (i) if any of the tranches of HCFC phase-out management plans (HPMPs) and for the destruction of emissions of HFC-23 generated in the production of HCFC-22, due for submission will not be submitted; (ii) to provide reasons for the delays in their submission; and (iii) to indicate whether any of the countries with tranche submission delays are at risk of non-compliance with Montreal Protocol control measures. A final list for reporting on tranche submission delays will also be sent to agencies after the 10-week submission date for tranches, with a reporting deadline of 31 March 2025.

7. Issues relating to project submission/review:

- (a) Funding withheld pending fulfilment of certain conditions: Agencies are requested to provide status of meeting these conditions (Dominica and Qatar).
- (b) General observations on projects that have already been submitted (i.e., Kigali HFC implementation plans (KIPs), new stages of HPMPs and energy efficiency related projects, etc.) and expectations on those that will be submitted: Discussions will inter alia address adherence to the relevant guides and, where relevant, use of submission forms prepared by the Secretariat; quality such as a well-designed overall strategy and data and information requirement (e.g., 2024 data for projects to be considered at the 96<sup>th</sup> meeting, CP data for the baseline years) and consistency among various sources; revision of HFC baselines; completeness and timeliness of submissions including verification reports where required; timing of HFC phase-down manufacturing projects and energy efficiency components of those projects; and adherence to implementation of decision 92/40 on the gender policy for multi-year agreements. Bilateral discussion with relevant agencies will be organized for the submitted projects.

Potential webinars to help agencies, their consultants and Article 5 countries in preparing certain kinds of projects will also be discussed.

- (c) Guides and submission forms for project submissions: The Secretariat will make a brief presentation on those guides and submission forms that are new (i.e., format for requesting preparation of energy efficiency end-user projects using a revolving fund, to be further introduced under item 9) or that have been updated to include relevant decisions/discussion at the 95<sup>th</sup> meeting (i.e., presentation of stage I of KIPs).
- (d) Agreements for stage I of KIPs: The Secretariat will provide an update on the finalization of the Agreements for stage I of the KIPs which were approved before the Agreement template was agreed, and the next steps including guidance on the preparation of Appendix 5-A on monitoring institutions and roles, validation of the KIP Agreements prepared by the Secretariat, and presentation to the Executive Committee for consideration.
- (e) Verification reports for implementation of stage I of KIPs for low-volume-consuming countries: The Secretariat will briefly explain the potential inclusion of this matter for consideration at the 96<sup>th</sup> meeting.

8. Challenges experienced in relation to the implementation of approved KIPs and extracting lessons: Agencies are invited to elaborate on whether agencies observed that Article 5 countries experienced technical and financial challenges, such as insufficiency approved funding and supply chain issues, when implementing their KIPs; how they assisted these countries in overcoming such challenges; and what are the lessons for future KIP preparation and implementation.
9. Energy efficiency: pilot projects, manufacturing sector projects including manufacturing of components and heat pumps under the operational framework, non-manufacturing activities and update on the operationalization of the energy efficiency revolving fund for end users: The Secretariat will briefly introduce the matter, including the decision taken at the 95<sup>th</sup> meeting on the further elaboration of the operational framework and the format developed for requesting preparation of energy efficiency end-user projects using a revolving fund. Agencies are invited to elaborate on: (i) the status of preparation of pilot projects; (ii) the interest of Article 5 countries in preparing manufacturing sector projects under the operational framework in the near term; (iii) the intention of submission of preparation of energy efficiency end-user projects using a revolving fund to the 96<sup>th</sup> meeting; and (iv) their examples and lessons learned from using revolving funds on energy efficiency, and the expected benefits of Multilateral Fund funding.
10. Updated report on the issue of alternatives in polyurethane foam manufacturing with a focus on small and medium-sized enterprises in particular for spray and insulating foam applications: The Secretariat will briefly introduce the background of the matter including discussions at the 94<sup>th</sup> and 95<sup>th</sup> meetings. Agencies are invited to provide any additional information for the update of document UNEP/OzL.Pro/ExCom/94/58 taking into account the aforementioned focus and applications.
11. Review of the format for progress and financial reporting: The Secretariat will briefly present the changes to the reporting format for both the database and the narrative and how the new format will be linked to the knowledge management system (KMS). Agencies are invited to provide comments on the proposed changes and any suggestions.
12. KMS: The Secretariat will provide an update on the workflow of online submission of projects, and if time permits, the annual financial and progress reports. Agencies are invited to provide feedback on the workflow and seek any additional information or clarification relating to the products of the knowledge management system.
13. Other matters:
  - (a) Life-cycle refrigerant management: The Secretariat will briefly introduce the item including relevant decisions taken by the Executive Committee. Agencies are invited to inform on progress in the preparation of national inventories of unwanted controlled substances through providing substantive information on implementation including methodologies used to undertake the inventories, main finding so far, main challenges encountered and how they have been addressed, and if time permits, their initial views of the main elements that are expected to be included in the strategies to handle unwanted substances.
  - (b) Half-day session on the strategic approaches to the Kigali Amendment implementation for sustainable HFC phase-down: The Secretariat will inform about the next half session.
14. Closure of the meeting.

