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

Sixth Meeting
Montreal, 27-28 February 1992

Corrigendum

**This corrigendum is being issued in reference to the
1992 UNEP Proposed Work Programme**

Page 2 para 1.(iii)

Should read: Country Study and Programme for 8 low-CFC consuming countries (Botswana, Burkina Faso, Cameroon, Togo, Gambia, Malawi, Guatemala and Panama)

Page 2 para 3.

Should read: The cost of the 1992 programme is:

. information exchange	750,000
. training and networking activities	575,000
. country programmes	240,000
. advisory group meeting	35,000
. travel	100,000
	1,700,000
with 13% allowance for programme support	<u>221,000</u>
. the total is	\$ 1,921,000

Page 3 para 1.2.3

Should read: November 1992

Page 5 para 1.6

Third and fourth
lines to read:

staffing, at minimum 1 senior information systems specialist to follow up the collection and dissemination of information, 1 research assistant.

Page 9 para 3.1

Eighth line to read:

Countries for which studies are planned for 1992 are Botswana, Burkina Faso, Cameroon, Togo, Gambia, Malawi, Guatemala and Panama.

Page 9 para 3.4

Should read:

The CFC co-ordinator will manage the country programmes, with the help of a consultant from a developed country and local consultants.

Page 9 para 3.5

Should read:

	US\$
- country programmes	240,000
(30.000 US\$ x 8)	

Page 10, Annex I (3)

Should read:

Country programmes for six low-volume CFC consuming countries: First contacts and preparation for missions were initiated to: Fiji, Maldives, Ghana, Syria, Uganda, Zambia. The programmes will be completed in the first half of 1992.

Page 12, para 1.3

Should read:

Progress under the 1991 programme: Country Programmes

**1992 UNEP PROPOSED WORK PROGRAMME
UNDER THE INTERIM MULTILATERAL OZONE FUND
(05.02.92)**

Executive summary

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

This document describes the proposed programme for 1992.

In order to allow cross reference to previous activities, a review of the 1991 programme is attached as an annex.

I - 1992 Programme Overview

1. Content

The programme has benefitted from experience with the 1991 activities, as well as taking account of the recommendations of advisory groups, industry representatives and agencies, and the conclusions of experts panels such as the Technology and Economic Assessment Panel.

The 1992 programme aims to consolidate and strengthen the work undertaken in 1991. The 1992 programme is composed of the same principal elements as in 1991 :

(i) Information Exchange through:

- improvement of the **OzonAction** computerized clearinghouse and a major drive to prepare and input up-to-date sectorial information,
- publication of a computer information networking kit that describes how to link up to existing computerized databases,
- publication of the technical brochures commenced in 1991 on solvents, aerosols, refrigeration, foam, halons. These inform high-level decision makers, and lead more technical readers into the comprehensive and specialized references,
- publication of a manual "Elements for Establishing Policies, Strategies and Institutions for Ozone Layer Protection" (this includes guidelines for establishing a national ozone office),
- publication of **OzonAction** newsletter on a quarterly basis in 4 or 5 languages.

(ii) Training and Networking activities:

- organization of one regional workshop for Africa, in addition to the workshop in Latin America which was postponed from 1991,
- collaboration with UNDP to combine national and sub-regional sectorial workshops where possible, so as to accelerate training,
- follow-up of 1991 regional workshops by organizing meetings of national CFC officers in Asia and the Pacific and Arabic-speaking countries in order to review the progress made since the last workshops,
- preparation of sectorial training manuals to be used at the national level.

(iii) Country Study and Programme for 6 low-CFC consuming countries (Botswana, Burkina Faso, Cameroon, Togo, Gambia and Malawi).

2. Organizational modalities

The advisory group established in 1991 will continue to advise UNEP on the execution of the activities during 1992.

The programme will be led by a coordinator, P5 paid by UNEP (still to be recruited). Short term contracts will be needed to perform the activities shown.

3. Costs

The cost of the 1992 programme is:

. information exchange	750 000
. training and networking activities	575 000
. country programmes	180 000
. advisory group meeting	35 000
. travel	100 000
	1 670 000
with 13% allowance for programme support	213 200
. the total is	\$ 1 853 200

II - PROGRAMME DETAILS

1. Information exchange

1.1 Background

The success of the implementation of the Montreal Protocol will depend on the availability of pertinent information on the rapidly evolving technical and country situations. This information must be accessible to all decision-makers concerned, thus making an effective Information Exchange Clearinghouse of foremost importance in the implementation of the Protocol.

1.2 Activity description and timetable

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

- 1.2.1 increase of information content and maintenance of the **OzonAction** computerized information system : collection of information, control of data input, responses to E-mail requests. This implies constant efforts to up-date information from governments, industry and other sources

Ongoing

- 1.2.2 preparation of a computer networking kit that describes how to link to **OzonAction** and any other existing computerized databases relevant to CFC's.

April 1992

- 1.2.3 preparation of a diskette version of key databases in the **OzonAction** computerized system for people who do not have access to telecommunication packet switching systems. Regular update to be ongoing.

Dec. 1992

- 1.2.4 Operation of a technical query-response system through regular mail.

Ongoing

- 1.2.5 Continued publication of a quarterly newsletter **OzonAction**, reporting latest news from governments and industry to phase out CFCs, as well as references to technical developments on alternatives. Total print run 15 000 in 4 or 5 languages.

1.2.6 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 activities of such an office would be described. This manual would be prepared on the basis of the work already undertaken in a country that is establishing a CFC office (eg. Mexico), and of the work undertaken by UNEP in a CFC low consuming country (eg. Ghana).

1.2.7 Issue of one or two further technical publications to supplement the first series of brochures which were prepared under the 1991 programme. These additional publications are intended to provide more detailed technical information on specific CFC use sectors beyond the elements given in the reports of the technology review panels.

The advisory group will be requested to recommend priorities for publications.

Examples of possible publications are:

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

If internationally recognized existing technical brochures have already been produced by countries, these could simply be adapted, translated and disseminated in lieu of preparing new documents.

Dec. 1992

1.4 Expected outputs

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

1.5 Management of the activity

Day-to-day management of this programme element will be by an information systems manager working at IE/PAC, with the support of additional assistance from short term technical personal. US EPA will continue to provide its contribution in maintaining OzonAction.

The present IE/PAC 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

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 for some tasks. The agreement with US/EPA to continue to support the programme is also necessary.

Anticipated costs are:		US \$
- short term contracts		
. Information Officer	95 000	
. Research assistant	40 000	
		135 000
- consultants or consulting firms and organizations for the database		
. maintenance of the computerized information system OzonAction (formatting, inputting information)	190 000	
. first collection of information on aerosols	55 000	
. preparation of technical documentation	50 000	
		295 000
- preparation of documentation and newsletter		
. newsletter (4 issues in 5 languages)	70 000	
. lay-out, translation of reports and guides, printing	100 000	
		170 000
- ad hoc expert group meetings		70 000
- miscellaneous including telecommu- nication charges, equipment and supplies; dissemination costs		80 000
		750 000

2. Training and networking activities

2.1 Background

There is an increased awareness by both government and industry decision-makers of CFC issues. However, they do not always have the necessary information on possible policies and strategies to phase out CFCs, on technical alternatives, nor 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, and progress made.

Industry managers at all levels need information and training to implement changes in their companies.

Networking and training activities are thus necessary:

- . at the regional level, to provide information to decision-makers in government, industry associations and companies to help follow up the development of country 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, and to learn about other activities going on. The progress on these activities during 1991 is shown in the annex.

2.2 Activity description and timetable for 1992

- 2.2.1 Organization of a fourth regional workshop for Africa (September 1992) in both English and French. (The Latin America and the Caribbean workshop will be held in May 1992, with 1991 funding). The agenda of those workshops will basically be similar to the previous ones, but with some adaptation to take into account their results.

- 2.2.2 Organization of a workshop in Russia, with participation of countries parties to the protocol (art 5 and non art 5). (This would be funded by Russia through in-kind contribution). *At present this workshop looks unlikely to proceed.*
- 2.2.3 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 Fund. Based on the results of this activity, other regional workshops will be proposed for funding by the IMOF in 1993.
- 2.2.4 Preparation (or adaptation) of training manuals/distance learning kits in the various industrial sectors for use 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 and/or national agencies 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. At this stage, manuals on refrigeration and solvents seem to be first priority.
- 2.2.5 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 South East Asian countries, Kenya for a workshop on refrigeration for English-speaking African countries. Discussion with UNDP has confirmed the feasibility (and cost effectiveness) of expanding some national workshops to include also other neighboring countries as appropriate.

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
- . Support to countries to help them run their activities (training of trainers, preparation of training documentation).

2.4 Management of the activity

Day-to-day management will be done by IE/PAC, in cooperation with UNDP and the World Bank.

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

2.5 Activity requirements and costs

- (a) organization of regional workshops and meetings:

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

- (b) support to training activities
in developing countries

- support to the activities at the request of developing countries (travel of participants, etc.)	100 000
- short term contract for junior professional to provide training support	60 000
- consultant fees (for preparation of teaching aids and manuals)	30 000
- publication and translation of teaching aids and documentation	100 000
- miscellaneous including tele- communication charges, equipment, supplies for IE/PAC	75 000

Total	575 000
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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. Countries for which studies are planned for 1992 are Burkina Faso, Cameroon, Togo, Gambia and Malawi.

These are additional to the six 1991 country studies which have had to be carried over into 1992 (see annex).

3.2 Activity description

Country studies and subsequent drafting of programmes will be performed following the guidelines prepared by the Fund Secretariat. Following approval of the programmes, follow-up implementation will be considered in the light of the options identified in each case.

3.3 Expected output

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

3.4 Management of the activity

The CFC co-ordinator will manage the country studies, with the help of a consultant from a developed country and local consultants.

3.5 Activity requirements and costs

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

ANNEX

1991 Programme Review

I. Overview of the 1991 programme

The programme consisted of three interrelated activities:

- (1) Establishment of a worldwide technical information exchange system through :
 - (i) the operation of a computerized clearinghouse of technical and legal information on CFCs. The existing International Cleaner Production Information Clearinghouse (ICPIC) was used as a basis. The ICPIC system was adapted, some data gathering began and a demonstration version was available, now called the OzonAction computerized information system.
 - (ii) preparation and dissemination of technical brochures, newsletters and guidelines:
 - . the preparation of 6 technical brochures on key CFC sectors was initiated.
The first drafts were available for review by the end of the year, and will be published in early 1992 ;
 - . a newsletter OzonAction was published in November 1991 in English, French and Spanish. Translation into Arabic was commissioned, and completed in January 1992.
- (2) Regional training workshops:
 - . two workshops were organized in November and December for the Asia and the Pacific region and for Arabic speaking countries in Jomtien and Cairo respectively ;
 - . the date of a third workshop, planned for the Latin America and the Caribbean region, was carried over to May 1992;
- (3) Country studies for six low-volume CFC consuming countries:
 - . First contacts and preparation for missions were initiated to : Fiji, Maldives, Ghana, Syria, Uganda, Zambia. The studies will be completed in the first half of 1992.

The programme is advised by a group of 10-12 persons drawn from industry, governments, NGO's, IBRD and UNDP. The Secretariat of the Interim Multilateral Fund also participates in the group. The group met in Paris on 29 July 1991. Notes from the meeting are available.

II. Details of Activities

1.1 Progress under the 1991 programme: Information Clearinghouse Activities

First steps to develop the international computerized information clearinghouse (now called **OzonAction**) were taken as follows:

- . a memorandum of understanding has been signed with US/EPA to adapt UNEP's existing International Cleaner Production Information Clearinghouse to the specific needs of the CFC project, and provide format specifications for input. In liaison with the chairperson of the technology review panels, consultants or consulting firms have been selected to collect information on the alternative technologies in the main sectors concerned. Discussions with ICOLP have led to an agreement to link their OZONET and ICPIC into a new **OzonAction**. Technical modalities are being implemented. Bibliographic analyses have been commenced for input. A letter to government parties to the Protocol was sent asking them to send relevant information for input into **OzonAction**. A demonstration version of the system was available for the Asian and Cairo workshops. The system on Telenet should be available to users early 1992.
- . a publishing company has been contracted to produce 6 technical brochures aimed at raising awareness and level of understanding of decision-makers in governments and industry on available tools and alternative technologies to phase out CFCs. First drafts were available for the workshops end 1991, and will be finalized first quarter of 1992. 13 000 copies of each brochure (English, Spanish and French languages) will be distributed.
- . the first issue of an **OzonAction** newsletter was published at the end of 1991 in English, French and Spanish (15000 copies). Translation into Arabic was commenced.
- . a meeting was convened in January 1992 with the main industry associations concerned, together with experts from the technology and economic assessment panels, to discuss the progress of the clearinghouse, and industry's involvement in the programme.

1.2 Progress under the 1991 programme: Training and Networking Activities

One regional workshop was organized in the Asia and the Pacific Region in November 1991 (Jomtien, Thailand); another one for the Arabic-speaking countries in December 1991 (Cairo, Egypt). The workshop planned for Latin America and the Caribbean was delayed to early 1992.

The workshops are designed to provide decision-makers in government and industry, in positions concerned with the use of alternatives to ODSs 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 participated)

- . sources of international funding
- . existing sources of technical support and information.

Funding from other sources was used to invite non-parties to the protocol, so as to encourage them to ratify it.
(Detailed workshop reports available in February 1992).

1.3 Progress under the 1991 programme: Country Studies

Contact with all governments has been initiated. Work on outline for the country studies has been started. However, much of the 1991 programme has been delayed and will be carried out in 1992, in addition to the other country studies planned for 1992.

III. Lessons learned from the past 6 months' activity

1. Feedback from workshops indicate that CFC information is not widely distributed in countries. Participants frequently asked for technical, updates, reviews and references that can be made widely available. The information exchange clearinghouse is a corner-stone of UNEP's programme. The staff and costs involved for the development of such a clearinghouse have been underestimated.
2. The number of CFC experts is limited, and the same people are under pressure to participate in many 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. Short-term staff, as well as consultants, are needed to perform the necessary tasks to meet the expectations.