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**The Bureau of the Sixteenth Meeting of the
Parties to the Montreal Protocol on Substances
that Deplete the Ozone Layer**

First meeting
Montreal, 26 June 2005

**Report of the Bureau of the Sixteenth Meeting of the Parties
to the Montreal Protocol on Substances that Deplete the Ozone Layer**

Introduction

1. The first meeting of the Bureau of the sixteenth meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer was held at the International Civil Aviation Organization (ICAO) Building in Montreal, Canada, on 26 June 2005.

I. Opening of the meeting

2. The meeting was called to order at 10.10 a.m. on Sunday, 26 June by Mr. Alan Flores of Costa Rica, President of the Bureau. The meeting was attended by the following members of the Bureau who had been elected to their posts by the Sixteenth Meeting of the Parties to the Montreal Protocol, held in Prague from 22 to 26 November 2004, or who had been nominated by their Governments pursuant to rule 24 of the rules of procedure of the Parties to the Montreal Protocol:

President:	Mr. Alan Flores-Moya (Costa Rica)
Vice-Presidents:	Ms. Else Peuranen (Finland)
	Mr. Ndiaye Cheikh Sylla (Senegal)
	Mr. Abdul H. M. Fowzie (Sri Lanka)
Rapporteur:	Ms. Rodica-Ella Morohoi (Romania)

3. The meeting was also attended by representatives of the Ozone Secretariat and the Secretariat of the Multilateral Fund.

II. Adoption of the agenda

4. The Provisional agenda of the meeting provided in document UNEP/OzL.Pro.16/Bur.1/1 was adopted as follows:
 1. Opening of the meeting.
 2. Adoption of the agenda.
 3. Work to date on implementation of the decisions of the sixteenth meeting of the Parties to the Montreal Protocol held in Prague from 22-26 November 2004.
 4. Overview of the working documents prepared for the twenty-fifth meeting of the Open-Ended Working Group of the Parties to the Montreal Protocol to be held in Montreal from 27-30 June 2005.
 5. Overview of working documents prepared for the Second Extraordinary Meeting of the Parties to be held in Montreal on 1 July 2005.
 6. Operation of the Second Extraordinary Meeting of the Parties to be held in Montreal on 1 July 2005.
 7. Arrangements for the Seventeenth Meeting of the Parties to the Montreal Protocol to be held in Dakar, Senegal from 12-16 December 2005.
 8. Issues associated with holding Executive Committee meetings back-to-back with the Meeting of the Parties.
 9. Other matters.
 10. Adoption of the report.
 11. Closure of the meeting.

III. Work to date on implementation of the decisions of the Sixteenth Meeting of the Parties held in Prague from 22-26 November 2004

5. Attention was drawn to document UNEP/OzL.Pro.16/2 which contained in its annex a table providing a broad overview of the decisions adopted at the Sixteenth Meeting of the Parties, the actions required of the Secretariat in those decisions, and the actions taken by the Secretariat on those decisions since the Sixteenth Meeting of the Parties. The Secretariat highlighted, in particular, its work on quarantine and preshipment, and non-compliance matters. The Bureau thanked the Secretariat for its hard work and took note of the actions it has taken on the decisions of the last Meeting of the Parties.

IV. Overview of preparation of documents for the twenty-fifth meeting of the Open-ended Working Group

6. Under this agenda item, the Secretariat noted that it had begun to modify the preparation of its documentation to the Parties in an effort to more quickly and fully communicate background material to the Parties. In particular, it noted the preparation of a more complete annotated agenda and Secretariat's note which were designed to further assist the Parties at their meetings. It also noted the outstanding efforts of the Technology and Economic Assessment Panel (TEAP) which had produced a number of key documents of note including the replenishment report, the report of end of life emissions from CFC based foams, and the special report on ozone and climate issues. The Bureau expressed appreciation for the work of the Secretariat and the TEAP in preparing documentation for the upcoming meeting.

V. Preparations for and expected operation of the Second Extraordinary Meeting of the Parties, including an overview of working documents

7. The President noted that in accordance with the discussion of the Parties at their Sixteenth Meeting, the Secretariat scheduled one day, Friday, 1 July, for the Second Extraordinary Meeting of the Parties, back -to- back with the twenty-fifth meeting of the Open-ended Working Group. Following a review by the Secretariat of the documents that had been prepared for the meeting, the President turned to the operation of the Second Extraordinary Meeting of the Parties, and informed the Bureau that with the assistance of the Secretariat, he had made preparations for a small, balanced group of interested "Friends of the President" to assemble on the afternoon of 26 June to initiate discussions on both the substantive and the procedural issues associated with the meeting. The purpose of this meeting would be to advance related issues in a manner that would enable consensus to be achieved during the one-day that the Parties will have to address the issues at their Second Extraordinary Meeting. In that regard, he asked the Bureau members to reach out to their regional groupings to inform them of the urgency of coming to consensus on the related issues, and to identify which Parties may wish to take part in the President's informal consultations, in order to secure early consensus. The Bureau thanked the President for his initiative, and agreed to provide him with information regarding Parties that might be particularly interested in the issues of the Second Extraordinary Meeting of the Parties.

VI. Preparations for the seventeenth Meeting of the Parties

8. The Secretariat then gave a briefing of the status of its preparations for the Seventeenth Meeting of the Parties. Specifically, pursuant to decision XVI/47, a team from Nairobi visited Dakar, Senegal in February to initiate negotiations with the Government of Senegal on the terms of the host government agreement for the conduct of the Seventeenth Meeting of the Parties to the Montreal Protocol, which will be held jointly with the Seventh Meeting of the Conference of the Parties to the Vienna Convention. The Government offered to host the meetings at the hotel *Le Meridien President Dakar* from 12 to 16 December 2005, and the Secretariat has agreed with the Government of Senegal on the terms of the host government agreement. The distinguished Minister of the Environment from Senegal, Mr. Diagne Fada, then gave a presentation in which he outlined the preparations for the meeting and extended his country's invitation and best wishes for a good meeting.

9. The Bureau expressed appreciation to the Government of Senegal for their work, and to the Secretariat, and expressed that they were looking forward to the meeting in November.

VII. Note by the Ozone Secretariat on issues relating to the organisation of meetings of the Parties and meetings of the Executive Committee

10. The Secretariat then brought to the attention of the Bureau issues related to holding the meetings of the Parties back -to-back with the Meetings of the Executive Committee. Specifically, it explained that while it will strive to continue to hold the summer Open-Ended Working Group (OEWG) meeting back-to-back with the Executive Committee in a United Nations facility, there were a number of reasons why holding the Meeting of the Parties back-to-back with the Executive Committee at the venue of a host government presented a different and very difficult situation.

11. The first reason related to cost, and the fact that when a Party offers to host a meeting of the Parties, that offer rarely, if ever, extends to hosting the Executive Committee meeting. This means that the Parties will have to defray the increased costs of such meetings, and in most cases, they will be significantly higher than the cost of holding the meeting in a United Nations venue such as Montreal. The second issue cited related to timing and the potential for overlapping meetings. When possible, the Secretariat strives to reserve open dates early in an effort to avoid overlaps, but unlike the summer, when a modest number of Multilateral Environmental Agreement (MEA) meetings are held, the schedule of MEAs at the end of the year is quite full, and it is virtually impossible to hold two weeks of meetings without an overlap with another significant MEA conference. This makes scheduling a back-to-back meeting very challenging. The Secretariat has noted that the increasing workload of the Implementation Committee has meant that the group now meets for three days back-to-back with the Meeting of the Parties, and if its report is to be presented to the Parties in a timely manner, there must be at least one day between the end of that meeting and the beginning of the Meeting of the Parties. This arrangement left the potential scheduling of the Executive Committee, not back-to-back with the Meeting of the Parties, but back-to-back with the Implementation Committee, which imposes rather complex logistical arrangements to both the participating parties and the Secretariats. Further, because the participation of the Fund Secretariat and its implementing agencies in that meeting is essential, and it takes a significant amount of time to produce the report of that meeting in languages, it is now almost impossible to hold the Executive Committee meeting back-to-back with the Meeting of the Parties and still ensure the timely submission of the Implementation Committee report to the Meeting of the Parties. For these reasons, the Secretariat expressed the view that it might be hard to contemplate back- to-back meeting with a Meeting of the Parties.

12. The Bureau expressed appreciation for this matter, and agreed that if and when such back-to-back meetings are contemplated in the future, these issues should be brought to the attention of the Parties.

VIII. Other matters

13. No other matters were raised by Bureau members.

IX. Adoption of the report

14. The Secretariat was asked to finalize the report for the review of the President.

X. Closure of the meeting

15. The President once again requested the assistance of the members of the Bureau in helping to ensure a successful Second Extraordinary Meeting of the Parties, and he adjourned the meeting at 10.45 a.m.
