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UNEP/OzL.Conv/Bur.1/1/2  
28 February 1991

ORIGINAL: ENGLISH

BUREAU OF THE VIENNA CONVENTION  
FOR THE PROTECTION OF THE OZONE LAYER

First meeting  
Geneva, 18-19 March 1991

Note by the Executive Director

INTRODUCTION

1. The terms of reference of the Bureau of the Conference of the Parties to the Vienna Convention are contained in decision 6 (a) (i) of the First Meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer, held in Helsinki from 26 to 28 April 1989. It reads as follows:

"The terms of reference of the Bureau shall be to facilitate the implementation, as appropriate, on behalf of the Parties, of the relevant subparagraphs of paragraph 4 of Article 6 of the Convention, particularly, - review the scientific information on the ozone layer, on its possible modification and on possible effects of such modification; - consider, in accordance with Articles 3 and 4, programmes for research, systematic observations, scientific and technological co-operation, the exchange of information and the transfer of technology and knowledge and prepare a draft agenda for such activities for consideration by the Parties at their following Conference with estimates of the costs required for the implementation of those proposed activities; - consider other topics on the Agenda of the next Conference of the Parties, and review the documents prepared by the Secretariat for the Conference to facilitate the work of the Conference".

2. In accordance with these terms of reference, the First Meeting of the Bureau of the Conference of the Parties to the Vienna Convention will consider the following issues:

(a) Implementation of the relevant subparagraphs of paragraph 4 of Article 6, particularly:

- Review the scientific information on the ozone layer, on its possible modification and on possible effects of any such modifications; and
- Consider, in accordance with Articles 3 and 4, programmes for research, systematic observations, scientific and technological co-operation, the exchange of information and the transfer of technology and knowledge.

(b) Preparation of a draft agenda for the various activities under the relevant subparagraphs of paragraph 4 of Article 6 of the Convention and estimate the costs required for the implementation of the proposed activities; and

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(c) Preparation of the provisional agenda and other documents for the Second Meeting of the Conference of the Parties.

3. In addition to the elements to be discussed by the Bureau listed in paragraph 2 above, the Bureau may wish to review the implementation of the decisions made at the First Meeting of the Conference of the Parties in Helsinki. The activities under the Montreal Protocol that are directly relevant to the work of the Bureau are also contained in this note.

ITEMS (a) and (b): IMPLEMENTATION OF THE VARIOUS ACTIVITIES  
UNDER PARAGRAPH 4 OF ARTICLE 6 AND PREPARATION OF A DRAFT  
AGENDA WITH COST ESTIMATES FOR THOSE ACTIVITIES

4. The First Meeting of the Ozone Research Managers, established under decision 6 (a) (ii) of the First Meeting of the Conference of the Parties to the Vienna Convention will be held from 13-15 April 1991. The report of that meeting will be made available to the Bureau at its meeting. In order to prepare the draft agenda for various activities under paragraph 4 of Article 6, especially in the subparagraphs related to scientific aspects, the Bureau may wish to consider the outcome of the Ozone Research Managers' Meeting, especially the gaps in the field of ozone scientific research and systematic observations that have been identified by the Ozone Research Managers and their proposals on the actions needed to address such gaps.

5. With regard to estimating the costs required for the implementation of the proposed activities, the Bureau may wish to request the Secretariat to estimate the costs for the activities once the draft agenda has been drawn up.

6. Other scientific information is contained in the reports of the international assessment Panels, which were established by the Parties to the Montreal Protocol in 1988 in accordance with Article 6 of the Protocol. The four international Panels reviewed current information in the scientific, environmental, technical and economic aspects of the depletion of the ozone layer and compiled their findings in reports that were completed in August 1989. These reports together with the Executive Summaries and the Synthesis Report, have been circulated to all Governments. In accordance with the recommendation of the Bureau of the Montreal Protocol, Governments were requested to ensure appropriate reproduction and distribution of the reports to institutions, industries and individuals requesting the information. The new findings of the Panels formed an important basis for negotiating the adjustments and the Amendment to the Montreal Protocol, which were adopted by the Parties to the Montreal Protocol at their Second Meeting (London, 27-29 June 1990).

7. In accordance with decision II/13 of the Second Meeting of the Parties to the Montreal Protocol, the Panels are being reconvened to review the new information acquired since the completion of their first reports and to compile such data into supplementary reports for consideration at the Fourth Meeting of the Parties to the Protocol in 1992. The first organizational meeting of the Panel for Technical and Economics Assessment took place in Washington in January 1991.

8. With regard to exchange of information, regional workshops have been held under the Montreal Protocol. Their purpose was to sensitize Government and industry policy-makers to the need of prompt action to protect the ozone layer. In accordance with the recommendation of the Open-ended Working Group of the Parties to the Protocol, two Regional Workshops were convened: one in Malaysia from 20 to 23 February 1990

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organized by the University of Science of Malaysia in co-operation with UNEP and one in Mexico from 1 to 4 June 1990 in conjunction with World

Environment Day. Several government officials, as well as industry and business people, attended the workshops. Workshops for the African region are currently being planned.

9. With regard to the transfer of technology, actions have been and are being taken within the framework of the Montreal Protocol. At the Second Meeting of the Parties to the Montreal Protocol, was held in London from 27-29 June 1990, the Parties adopted the adjustments and the Amendment to the Protocol. Under the Amendment, the Parties agreed upon a provision on the transfer of technology and a provision to establish a financial mechanism to facilitate the necessary transfer of technology (see paragraphs 13-16 below).

10. The adjustments were officially circulated by the depositary on 7 September 1990, and hence will enter into force on 8 March 1991. The Amendment was officially circulated on 14 November 1990 and it will enter into force on 1 January 1992, provided that at least 20 instruments of ratification are received by the depositary before that date. If this condition is not fulfilled by that date, the Amendment will enter into force on the ninetieth day following the date on which this requirement has been fulfilled.

11. The adjustments commit the Parties to phase out the production and consumption of the five CFCs and three Halons controlled under the original Protocol by the year 2000 with an agreement that, in 1992, the situation will be reviewed with a view to accelerating the phase-out of CFCs. The Amendment to the Protocol includes: (i) control of 10 other CFCs - to be phased out by year 2000; (ii) control of carbon tetrachloride - to be phased out by year 2000; and (iii) control of methyl chloroform - to be phased out by year 2005. Furthermore, the Parties adopted a resolution that includes guidelines on the use of transitional substances such as hydrochlorofluorocarbons (HCFCs) where necessary and their timely substitution by non-ozone destroying and more environmentally suitable alternative substances and technologies. The guidelines require a very careful use of the substances and a regular review of such uses. The substitution of the transitional substances should take place no later than 2040 and, if possible, no later than 2020.

12. Article 10 A of the Amendment on the transfer of technology requires the Parties to take every practicable step to ensure the transfer of the best available and environmentally safe substitutes and related technologies to the developing countries operating under paragraph 1 of Article 5 (special situation of the developing countries) of the Protocol under fair and most favourable conditions.

13. The financial mechanism was established by the Parties under Article 10 of the Amendment to the Montreal Protocol. The mechanism includes a Multilateral Fund, as well as other multilateral, regional and bilateral co-operation to facilitate the necessary transfer of technology. The Multilateral Fund will cover "agreed incremental costs" incurred by the developing countries operating under paragraph 1 of Article 5 in complying with the control measures provided for in the Protocol, as well as finance clearing-house functions together with the secretariat services required for the Fund and its operations. All the Parties that are not operating under paragraph 1 of Article 5 will be required to contribute towards the Fund on the basis of the United Nations scale of contributions. An Executive Committee was established to administer and control the Fund.

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14. The Parties decided to begin the operation of the financial mechanism from 1 January 1991 for an interim period of 3 years before the Amendment to the Protocol enters into force and the actual mechanism is established. For the interim mechanism, the Parties adopted terms of reference for the interim Multilateral Fund; terms of reference for the Executive Committee, which will consist of representatives from seven Parties operating under paragraph 1 of article 5 and seven Parties that are not so operating; a provisional budget for the Multilateral Fund of US\$ 160 million (additional resources) for the period, with a commitment to increase the amount by up to US\$ 80 million when new developing countries ratify the Protocol; the percentages of contributions to be made towards the Fund by the developed countries that are Parties to the Protocol; and a list of categories of incremental costs that would be covered by the Fund if and when these costs are incurred by the developing countries in complying with the Protocol, for example, as well as the cost of converting the industries whose manufacturing now uses ozone-depleting substitutes to substitutes and related technologies, and the cost of establishing new production facilities for substitutes of capacity equivalent to lost capacity and the cost of retraining the staff.

15. The Executive Committee of the Interim Multilateral Ozone Fund held two meetings from 19-21 September 1990 and from 17-19 December 1990 in Montreal. The major steps taken in the establishment of the Interim Multilateral Ozone Fund include the decision of the Committee to establish the account of the Interim Fund in UNEP in accordance with the financial rules and regulations of the United Nations and to be administered by the Executive Director of UNEP. The account established with UNEP would receive contributions to the Interim Multilateral Ozone Fund and would make transfers from it according to directives provided by the Executive Committee. The Executive Committee also decided to accept the offer of the Government of Canada to place the Fund Secretariat in Montreal, as well as the Government's offer to cover any additional costs of locating and operating the Secretariat in Canada relative to costs associated with UNEP Headquarters.

16. The Fund will support activities including projects to assist eligible developing countries to comply with the Montreal Protocol, especially projects related to conversion from the use of ozone-depleting substances to environmentally acceptable substitutes and related technologies. The criteria for project eligibility and guidelines for the implementation of activities supported by the Fund were discussed by the Executive Committee and will be developed further at its subsequent meetings. The Committee also discussed the elements of the provisional budget for 1991 and requested the Chief Officer of the Fund Secretariat to prepare a draft budget for consideration by the Committee at its third meeting. Furthermore, the Chief Officer of the Fund Secretariat has now been appointed by the Executive Director of UNEP upon the recommendation of the Executive Committee.

17. The Open-ended Working Group of the Parties to the Montreal Protocol will continue its work to elaborate further any remaining details of the various components of the financial mechanism and to identify the most appropriate modalities for the transfer of technologies.

18. In addition to the activities carried out under the Interim Multilateral Ozone Fund, a project is currently being implemented by UNEP in the Southeast Asian region financed by the Swedish International Development Authority). The project aims at providing assistance to the developing countries in that region concerning CFC use and its control. The objectives include the establishment of the feasibility of implementing a longer-term project to phase out the use of CFCs and halons in those

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countries.

ITEM (c): PROVISIONAL AGENDA AND OTHER DOCUMENTS FOR THE  
SECOND MEETING OF THE CONFERENCE OF THE PARTIES  
TO THE VIENNA CONVENTION

19. The documents including the provisional agenda for the Second Meeting of the Conference of the Parties to the Vienna Convention, together with the documents for the Third Meeting of the Parties to the Montreal Protocol to be held from 19-21 June 1991 following the Meeting of the Conference of the Parties to the Vienna Convention 17-18 June 1991 will be prepared by the Secretariat by the end of March 1991. In accordance with the terms of reference of the Bureau, these documents should be reviewed by the Bureau. The Second Meeting of the Bureau is scheduled to be held on the morning of 17 June 1991 immediately prior to the Meeting of the Conference of the Parties. Hence the Executive Director proposes that the draft documents be sent to the members of the Bureau as soon as they are ready, for review and comments for incorporation into the final versions of the documents. The final documents could be reviewed further by the Bureau at its Second Meeting.

20. The Secretariat envisages the following documents for the Second Meeting of the Conference of the Parties to the Vienna Convention:

- (a) Provisional agenda.
- (b) Note by the Executive Director:

This will include the information on the implementation of the de  
the Executive Director.

(c) Report on the financial situation and arrangements, including the revised budget for the year 1990 and the proposed budget for the biennium 1991 and 1992.

(d) Information document on the list of ratifications, acceptances, approvals and accession to the Vienna Convention, the Montreal Protocol and the Amended Montreal Protocol.

In addition to the documents to be prepared by the Secretariat, the following documents will be provided as background documents:

- The Vienna Convention;
- The Montreal Protocol;
- The report of the First Meeting of the Conference of the Parties to the Vienna Convention (Helsinki).
- The report of the Preparatory Meeting of the Ozone Research Managers and the information document that was provided to the meeting (status of action on decisions 4 and 5 of the First Meeting of the Conference of the Parties to the Vienna Convention);
- The report of the First Meeting of the Ozone Research Managers;
- The report of the First Meeting of the Bureau;

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- The report of the Second Meeting of the Bureau (if possible);
- The report of the Preparatory Meeting for the Second Meeting of the Conference of the Parties to the Vienna Convention.

The Bureau may wish to make suggestions with regard to the list of necessary documents for the meeting.

STATUS OF IMPLEMENTATION OF THE DECISIONS OF THE  
FIRST MEETING OF THE CONFERENCE OF THE PARTIES  
TO THE VIENNA CONVENTION  
(Helsinki, 26-28 April 1989)

21. The status of implementation of the decisions taken at the First Meeting of the Conference of the Parties is as follows:

Decision 1:

To adopt, taking into account the explanations given during the meeting, the rules of procedures for the meetings of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer in Annex I of this report (UNEP/OzL.Conv.1/5).

22. No further action is required.

Decision 2:

That each Contracting Party shall submit to the Secretariat of the Convention every two years after the entry into force of the Convention a summary of the measures adopted by the Party for the implementation of the Convention. In accordance with paragraph 5 of Annex II of the Convention, the biennial reporting shall include the socio-economic and commercial information on the substances referred to in Annex I. To this end the Secretariat shall prepare a format for reporting and shall ensure any required confidentiality of the information supplied to it.

23. The formats for reporting information in accordance with paragraph 5 of Annex II of the Convention, including socio-economic and commercial information on the substances listed in Annex A of the Convention was designed by the Secretariat. The formats were presented to the First Meeting of the Ad Hoc Group of Experts on the Reporting of Data required by Article 7 of the Montreal Protocol held in Nairobi from 6-7 December 1990, for comments and advice. The Group expressed the view that they were too extensive and detailed and that it would be difficult to collect data in accordance with the formats; moreover some data might serve no useful purpose. The Group noted that the issue would be more appropriately discussed within the context of the Vienna Convention, for example, by the Preparatory meeting for the Second Meeting of the Conference of the Parties to the Vienna Convention (scheduled to be held from 10-12 June 1991) or at the Ozone Research Managers' meeting. The formats were circulated to the Parties of the Convention with a covering letter dated 11 December 1990 containing an introductory note inviting Governments to present suggestions or comments for the improvement of the formats. No suggestions for improvements have been received. However, one Government has partially filled the formats. (The formats are contained in the document UNEP/OzL.Pro/WG.2/1/3/Add.1.)

Decision 3:

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(a) That the Vienna Convention is the most appropriate instrument for harmonizing the policies and strategies on research; and

(b) That the Montreal Protocol is the appropriate instrument for achieving the harmonization of policies, strategies and measures for minimizing the release of substances causing or likely to cause modifications of the ozone layer.

24. The list of ratifications, acceptances, accessions to approval of the Vienna Convention and the Montreal Protocol are contained in document UNEP/OzL.Conv/Bur.1/Inf.1, which will be available at the meeting.

Decision 4:

That the following activities shall be given priority in the research, observations and transfer of technology:

(a) The atmospheric impact of potential substitutes for controlled substances particularly with regard to their likely ozone depletion potential and their greenhouse warming potential;

(b) Monitoring of the rarer trace gases in the troposphere and research on their interactions;

(c) The Global Ozone Observing System should be expanded particularly in the tropics and in the Southern Hemisphere. Special attention must be paid to ozone monitoring in the polar regions. Nations should make a long-term commitment to such monitoring programmes including making sufficient resources available appropriate to the effective operation;

(d) Research on the human health and biological implications of ultraviolet radiation changes at the earth's surface. Particular attention must be given to the impact on food production in the developing world and to development of crop varieties resistant to higher levels of ultraviolet radiation;

(e) Research into the effects on the atmosphere of potential ozone layer depleting substances, other than the controlled substances, for example methyl chloroform;

(f) Studies on the social and economic effects of ozone depletion.

25. The Secretariat sent letters to the Parties on 12 July 1989 requesting information on the plans the Parties had to implement the decision. Letters were also sent to OECD for any information with regard to 4(e); to FAO for information with regard to decision 4(d); and to WHO also for information with regard to 4(d). The replies received were summarized in a document and presented to the Preparatory Meeting of the Ozone Research Managers' Meeting which was held in Geneva from 7-9 February 1990. (See document WMO/UNEP/O<sub>3</sub> Conv.Res.Managers, Information Paper 2). The Meeting took note of the summary without making any specific recommendations.

26. The Bureau may wish to recommend further action on the implementation of this decision, including action that the Secretariat could take facilitating the Parties to implement the decision.

Decision 5:

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To co-operate to ensure the enhancement of the capability of developing countries to contribute to ozone science research. This may be facilitated through the organization of workshops and the identification of institutes in developed countries which can co-operate with appropriate scientific institutions in the developing countries.

27. The Secretariat sent letters to the Parties on 24 August 1989 with regard to this decision. The Parties that are developing countries were requested to identify scientific institutions in their respective countries that could co-operate with the institutions in developed countries in enhancing the capabilities of the country to contribute to ozone science research. At the same time, these countries were requested to inform the Secretariat of the present activities and future plans of the institutes identified. The Parties that are developed countries were also requested to identify institutions and to inform the Secretariat as to how the institutions identified might assist the developing country institutions. The replies to the letters were also summarized in a document and presented to the Preparatory Meeting of the Ozone Research Managers' Meeting which was held in Geneva from 7-9 February 1990. (See document WMO/UNEP/O<sub>3</sub> Conv.Res.Managers, Information Paper 2). The meeting took note of the recommendations without making any specific recommendations.

28. The Bureau may wish to recommend further action on the implementation of this decision, including action that the Secretariat could take facilitating the Parties to implement the decision.

Decision 6:

(a) To establish the following co-ordination bodies as subsidiary bodies of the Conference of the Parties under Article 6 Para.4(i) of the Vienna Convention:

- (i) The Bureau of the Conference of the Parties composed of the officers elected by the Conference;

The terms of reference of the Bureau shall be to facilitate the implementation, as appropriate, on behalf of the Parties, of the relevant subparagraphs of paragraph 4 of Article 6 of the Convention, particularly, - review the scientific information on the ozone layer, on its possible modification and on possible effects of any such modifications; - consider, in accordance with articles 3 and 4, programmes for research, systematic observations, scientific and technological co-operation, the exchange of information and the transfer of technology and prepare a draft agenda for such activities for consideration by the Parties at their following Conference with estimates of the costs required for the implementation of the proposed activities; - consider other topics on the Agenda of the next Conference of the Parties, and review the documents prepared by the Secretariat for the Conference to facilitate the work of the Conference.

The Bureau of the Conference of the Parties is to hold maximum two meetings between two sessions of the Conference of the Parties one of them in conjunction with the Research Managers' Meeting referred to in the next section. The cost of the meeting of the Bureau is to be covered within the budget of the Convention;

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- (ii) A Meeting composed of: (a) government atmospheric Research Managers and (b) government Research Managers of research related to health and environmental effects of ozone modifications.

Such a Meeting shall review ongoing national and international research and monitoring programmes to ensure proper co-ordination of these programmes and identify gaps that need to be addressed.

The Meeting shall be held every 2 years (6 months prior to the meeting of the Parties) jointly with a meeting of the Bureau.

The Meeting should produce a report including recommendations for future research and expanded co-operation between researchers in developed and developing countries for presentation to the following meeting of the Parties to the Convention.

It is assumed that the Research Managers from developed countries will cover their own expenses and that the Secretariat budget will cover only participation of no more than ten Research Managers from developing countries.

(b) The Secretariat of the Convention in co-operation with UNEP and WMO shall prepare for the joint meeting of the Bureau and the group of the Research Managers. The joint meeting shall take place in conjunction with a meeting of the WMO Executive Council Panel on Environmental Pollution, Monitoring and Research.

29. As indicated above, WMO, in co-operation with UNEP, organized the Preparatory Meeting of the Ozone Research Managers, which was held in Geneva from 7-9 February 1990. The report of that meeting is available (WMO/UNEP/OzConv.Res.Managers, Doc.3). The First Meeting of the Ozone Research Managers will be held in Geneva from 13-15 March 1991 in conjunction with the meeting of the Bureau.

Decision 7:

Adopt, in accordance with Article 11, para. 3 (a), of the Vienna Convention, the Arbitration Procedure in Annex II to this report.

30. No further action is required.

Decision 8:

To designate UNEP as the Secretariat of the Convention.

31. The Secretariat of the Vienna Convention and its Montreal Protocol has been established in UNEP and has been and will continue to serve the Parties to the two legal instruments.

Decision 9:

Financial Arrangements:

- (a) To establish a United Nations Trust Fund in accordance with the

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Financial Regulations and Rules of the United Nations and in accordance with the General Procedures governing operations of the Fund of the United Nations Environment Programme;

(b) The Convention Trust Fund shall be administered by the Executive Director of UNEP and shall finance expenditures approved by the Parties and shall receive the contributions of Parties to the Convention;

(c) To that end, the Conference requests the Executive Director to secure the necessary consents of the Secretary-General of the United Nations and the Governing Council of UNEP;

(d) To adopt the terms of reference of the Trust Fund in Annex III of this report;

(e) The contributions of the Parties shall be in the form of voluntary contributions according to the formula in Annex V of this report;

(f) The Conference calls on all Parties to pay their contributions to the Trust Fund in advance of the period to which they relate;

(g) To approve a total budget of US\$ 790,000 for the biennium 1990-1991, the details of the approved budget are presented in Annex IV.

32. In accordance with the decision, the Trust Fund was established in UNEP. Annex I of this note contains information on status of contribution and the financial situation.

Decision 10:

The States non-Parties and the non-contributing Parties to the Trust Fund are encouraged to make voluntary contributions to the Trust Fund.

33. To date, no contributions to the Trust Fund for the Vienna Convention have been received from States that are non-Parties or from the non-contributing Parties to the Vienna Convention.

OTHER MATTERS

34. At the Second Meeting of the Parties to the Montreal Protocol (London, 27-29 June 1991), the Parties decided to amend paragraph 1 of rule 21 of the Rules of Procedure for the Meetings of the Parties to the Montreal Protocol, to include the following additional sentences:

"In electing its officers, the Meeting of the Parties shall have due regard to the principle of equitable geographical distribution. The offices of the President and Rapporteur of the Meeting of the Parties shall normally be subject to rotation among the five groups of States referred to in section I, of General Assembly resolution 2997 (XXVII) of 15 December 1972, by which the United Nations Environment Programme was established".

35. The Bureau may wish to discuss any subsequent amendments to the Rules of Procedure for the Meetings of the Conference of the Parties to the Vienna Convention and recommend that the Second Meeting of the Parties to the Vienna Convention takes up the issue.

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STATUS OF PREPARATION:  
(as of 4 February 1991)

First Meeting of the Bureau of the  
Conference of the Parties to the Vienna Convention  
(Geneva, 28-19 March 1990)

1. Invitation:  
KR in the process of drafting. Draft to be faxed to IRB in Washington for clearance and to be sent as soon as possible.
2. Documents:
  - (a) Provisional agenda: KR to prepare?
  - (b) Note by the Executive Director: Being prepared by MS, to be sent to IRB on
  - (c) Report of the First Meeting of the Conference of the Parties to the Vienna Convention
  - (d) Report of the First Meeting of the Parties to the Montreal Protocol
  - (e) Report of the Second Meeting of the Parties to the Montreal Protocol
  - (f) Report of the Preparatory Meeting of the Ozone Research Managers under the Vienna Convention (should be available in WMO)
  - (g) Report of the First Meeting of the Ozone Research Managers under the Vienna Convention
  - (h) The reports of the Four Assessment Panels (to be kept by the Secretariat for reference)
  - (i) The Executive Summaries of the reports of the four Assessment Panels
  - (j) Information Paper on the Status of Decisions 4 and 5 of the First Meeting of the Conference of the Parties to the Vienna Convention (prepared for the Preparatory Meeting of the Ozone Research Managers' Meeting)
  - (k)

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4 February 1991

ORIGINAL: ENGLISH

Bureau of the Vienna Convention  
for the Protection of the Ozone Layer

First meeting  
Geneva, 18-19 March 1991

DRAFT  
PROVISIONAL AGENDA

1. Opening of the meeting.
2. Adoption of the agenda.
3. Note by the Executive Director:
  - (a) Implementation of the relevant subparagraphs of paragraph 4 of Article 6 of the Vienna Convention;
  - (b) Preparation of a draft agenda for the various activities under the relevant subparagraphs of paragraph 4 of Article 6 of the Convention and estimation of the costs required for the implementation of the proposed activities;
  - (c) The provisional agenda and other documents for the Second Meeting of the Conference of the Parties; and
  - (d) Status of implementation of the decisions of the First Meeting of the Conference of the Parties to the Vienna Convention.
4. Adoption of the report.
5. Closure of the meeting.

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