



**United Nations  
Environment  
Programme**

Distr.: Limited  
3 September 2010

English only



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**Meeting of the Bureau of the Twenty-First  
Meeting of the Parties to the Montreal Protocol  
on Substances that Deplete the Ozone Layer**  
Bangkok, 5 November 2010  
Items 3–5 of the provisional agenda\*

**Work to date on implementation of decisions  
of the Twenty-First Meeting of the Parties to  
the Montreal Protocol, held in Port Ghalib,  
Egypt, from 4 to 8 November 2009**

**Overview of the working documents prepared  
for the Twenty-Second Meeting of the Parties  
to the Montreal Protocol**

**Review of the agenda and presentation of a road  
map for the conduct of the Twenty-Second  
Meeting of the Parties**

**Work to date on implementation of decisions, overview of  
working documents and road map for the Twenty-Second  
Meeting of the Parties**

**Note by the Secretariat**

**Introduction**

1. The Bureau of the Twenty-First Meeting of the Parties to the Montreal Protocol will meet on Friday, 5 November 2010. The present note provides information about matters relating to the provisional agenda for the meeting (UNEP/OzL.Pro.21/Bur.1/1): chapter I summarizes the actions taken on the decisions adopted by the Twenty-First Meeting of the Parties; chapter II provides an overview of the working documents prepared for the Twenty-Second Meeting of the Parties; and chapter III provides information on the provisional agenda and the road map for the Twenty-Second Meeting of the Parties.

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\* UNEP/OzL.Pro.21/Bur.1/1.

\*\* Second reissue for technical reasons (18 November 2010).

## **I. Actions taken in response to the decisions adopted by the Twenty-First Meeting of the Parties to the Montreal Protocol**

2. The table set out in annex I to the present note provides a broad overview of the decisions adopted by the Twenty-First Meeting of the Parties and the actions required of and taken by the Secretariat in response thereto.

## **II. Overview of working documents prepared for the Twenty-Second Meeting of the Parties to the Montreal Protocol**

3. A list of the working and information documents that will be available for the Twenty-Second Meeting of the Parties is set out in annex II to the present note, while background documents and reports prepared by the assessment panels are listed in annex III.

4. The provisional agenda for the meeting (UNEP/OzL.Pro.22/1) was dispatched to the parties in August 2010, with the annotations to the provisional agenda (UNEP/OzL.Pro.22/1/Add.1) following in September 2010. A note by the Secretariat (UNEP/OzL.Pro.22/2) intended to provide parties with background information on the issues on the agenda, including, where relevant, a brief description of related activities that took place during the thirtieth meeting of the Open-ended Working Group was dispatched in August. Information on developments since the thirtieth meeting is presented in a number of new documents and reports listed in annexes II and III.

5. Where budget issues are concerned, the Secretariat has prepared revised 2010 and proposed 2011 and 2012 budgets. The Secretariat will provide background documents that the parties may refer to in their deliberations if necessary.

## **III. Review of the agenda and road map for the upcoming meeting**

6. The Twenty-Second Meeting of the Parties will take place from 8 to 12 November 2010 at the United Nations Conference Centre in Bangkok. In accordance with established practice the meeting will be divided into two segments: a three-day preparatory segment and a two-day high-level segment. The preparatory segment is scheduled to begin at 10 a.m. on Monday, 8 November 2010, while the high-level segment will begin at the same time on Thursday, 11 November. Registration of participants will begin at 8 a.m. on 7 November and will open at 8 a.m. each morning for the duration of the meeting.

7. The agenda for the preparatory segment includes the substantive issues that are expected to be taken up during the high-level segment. Those issues include consideration of proposed amendments to control hydrofluorocarbons (HFCs) under the Montreal Protocol; decisions on terms of reference for an evaluation of the financial mechanism of the Protocol and for a study on the 2012–2014 replenishment of the Multilateral Fund for the Implementation of the Montreal Protocol; assessment of the hydrochlorofluorocarbon (HCFC) guidelines approved by the Executive Committee of the Multilateral Fund; the status of HCFCs blended in polyols as controlled substances; environmentally sound management of banks of ozone-depleting substances; phase-out of HFC-23 as a by-product emission of the production of HCFC-22; production, quarantine and pre-shipment uses of methyl bromide; and financial matters. As requested during the thirtieth meeting of the Open-ended Working Group, the Secretariat's budget documents include information on the financial implications of and process for the possible upgrading of the position of Executive Secretary of the Ozone Secretariat from the D-2 level to that of Assistant Secretary-General. The report of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol will also be before the parties. The Committee will meet for two days immediately before the Bureau meeting, and its report is likely to include a number of recommended decisions on compliance-related matters.

8. In accordance with the established practice, the co-chairs of the Open-ended Working Group will oversee the preparatory segment of the meeting. After the opening of the high-level segment the parties may reconvene the preparatory segment as they deem expedient to allow the completion of any unfinished business.

9. The opening of the high-level segment on 11 November will be chaired by the President of the Twenty-First Meeting of the Parties, who will conduct the meeting briefly while the parties elect the president of the Twenty-Second Meeting of the Parties. In accordance with rule 21 of the rules of procedure and the parties' established practice of rotating the posts of president and rapporteur among the regional groups in English alphabetical order, it is expected that the new president will be elected from among the Western European and other States, the rapporteur from among the Latin American and Caribbean States and the three vice-presidents from among the African, Asian and Eastern European States.

10. The newly elected president will then guide the parties through the agenda on the understanding that the work of contact groups established during the preparatory segment may continue in parallel with the high-level plenary sessions in an effort to resolve any outstanding issues by Friday, 12 November, when the Meeting of the Parties will adopt its decisions.

#### **IV. Other matters**

11. At the time of writing, the Secretariat had no further issues that it wished to bring to the Bureau's attention. Bureau members may wish to raise other issues during the meeting.

## Annex I

### Actions taken on the decisions adopted by the Twenty-First Meeting of the Parties to the Montreal Protocol, as at September 2010

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XXI/1	<b>Status of ratification of the Vienna Convention, the Montreal Protocol and the London, Copenhagen, Montreal and Beijing amendments to the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>• To urge all States that have not yet done so to ratify, approve or accede to the amendments to the Montreal Protocol, taking into account that universal participation is necessary to ensure the protection of the ozone layer</li> </ul>	Letters sent to all States concerned in December 2009. Between December 2009 and August 2010 the amendments to the Montreal Protocol were ratified by new parties as follows: London Amendment – 1; Copenhagen Amendment – 1; Montreal Amendment – 3; and Beijing Amendment – 3.
XXI/2	<b>Environmentally sound management of banks of ozone-depleting substances</b>	<ul style="list-style-type: none"> <li>• Secretariat to host a one-day seminar on the margins of the thirtieth meeting of the Open-ended Working Group on how to mobilize funds for ozone-depleting-substance destruction</li> <li>• Notify Executive Committee to continue its consideration of further pilot projects in Article 5 parties for destruction and report annually on the results of destruction to the Meeting of the Parties</li> <li>• Notify the Technology and Economic Assessment Panel to review the availability of commercial and technical destruction technologies identified in 2002 as having high potential and report back to the Open-ended Working Group at its thirtieth meeting</li> </ul>	<p>Notifications to the Technology and Economic Assessment Panel and Executive Committee sent in December 2009. Feedback discussed at the thirtieth meeting of the Open-ended Working Group, in June 2010.</p> <p>Secretariat hosted a one-day seminar in Geneva on 14 June 2010.</p>

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XXI/3	<b>Uses of controlled substances as process agents</b>	<ul style="list-style-type: none"> <li>• Notify all parties with process-agent uses of ozone-depleting substances to report to the Secretariat each year by 30 September</li> <li>• Notify Technology and Economic Assessment Panel and Executive Committee to prepare a joint report for future meetings on progress in phasing out process-agent applications</li> </ul>	Notifications sent in January 2010
XXI/4	<b>Essential-use nominations for controlled substances for 2010</b>	<ul style="list-style-type: none"> <li>• Notify parties with essential-use approvals and associated conditions</li> <li>• Notify Technology and Economic Assessment Panel and Medical Technical Options Committee to undertake a mission to the Russian Federation</li> </ul>	<p>Notification sent to Technology and Economic Assessment Panel and Fund Secretariat in January 2010</p> <p>Secretariat notified all parties, Technology and Economic Assessment Panel and Executive Committee by December 2009</p>
XXI/5	<b>Essential-use exemption for chlorofluorocarbon -113 for aerospace applications in the Russian Federation</b>	<ul style="list-style-type: none"> <li>• Notify Russian Federation on the approved essential use of CFC-113</li> </ul>	Russian Federation notified in January 2010
XXI/6	<b>Global laboratory-use exemption</b>	<ul style="list-style-type: none"> <li>• Notify all parties of the decision</li> <li>• Notify Technical and Economic Assessment Panel and its Chemicals Technical Options Committee to deal with requests in paragraphs 5 and 6</li> <li>• Secretariat to implement paragraphs 4 and 8</li> </ul>	<p>Letters to parties and Technology and Economic Assessment Panel sent in January 2010</p> <p>Secretariat took action on paragraphs 4 and 8 between January and May 2010.</p>

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XXI/7	<b>Management and reduction of remaining uses of halons</b>	<ul style="list-style-type: none"> <li>• Notify all parties of the decision</li> <li>• Notify Technology and Economic Assessment Panel and its Halons Technical Options Committee to deal with request in paragraph 2</li> </ul>	Letters of notification to parties and Technology and Economic Assessment Panel sent in February 2010
XXI/8	<b>Sources of carbon tetrachloride emissions and opportunities for reductions of emissions of ozone-depleting substances</b>	<ul style="list-style-type: none"> <li>• Notify Technology and Economic Assessment Panel and Scientific Assessment Panel to deal with requests in paragraphs 3–5</li> <li>• Inform all parties</li> </ul>	Technology and Economic Assessment Panel and Scientific Assessment Panel notified in January 2010  Decision communicated to all parties in January 2010
XXI/9	<b>Hydrochlorofluorocarbons and environmentally sound alternatives</b>	<ul style="list-style-type: none"> <li>• Notify Technology and Economic Assessment Panel to deal with requests in paragraphs 1 and 2</li> <li>• Notify Executive Committee to deal with request in paragraph 7</li> <li>• Notify parties of the decision</li> <li>• Secretariat to send the secretariat of the United Nations Framework Convention on Climate Change the report workshop for a dialogue on high-global-warming-potential alternatives to ozone-depleting substances</li> </ul>	Notifications and report sent in January 2010 to the secretariat of the United Nations Framework Convention on Climate Change
XXI/10	<b>Quarantine and pre-shipment uses of methyl bromide</b>	<ul style="list-style-type: none"> <li>• Notify Technology and Economic Assessment Panel and Methyl Bromide Technical Options Committee to deal with request in paragraph 3</li> <li>• Notify parties of the decision</li> </ul>	Notifications sent in January 2010

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XXI/11	<b>Critical-use exemptions for methyl bromide for 2010 and 2011</b>	<ul style="list-style-type: none"> <li>Notify parties of the decision</li> <li>Notify Technology and Economic Assessment Panel to deal with request in paragraph 5</li> </ul>	Notifications sent in January 2010
XXI/12	<b>Report on the establishment of licensing systems under Article 4B of the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>Notify parties referred to in paragraph 1 of the decision to submit the requested information to the Secretariat</li> <li>Notify all other parties of paragraphs 2 and 3</li> </ul>	Notification sent in January 2010.  Information reported considered by the Implementation Committee at its forty-fourth meeting, in June 2010.
XXI/13	<b>Endorsement of the new co-chair of the Refrigeration, Air Conditioning and Heat Pumps Technical Options Committee of the Technology and Economic Assessment Panel</b>	<ul style="list-style-type: none"> <li>Notify the incoming co-chair of the decision</li> </ul>	Letter sent to co-chair in January 2010
XXI/14	<b>Data and information provided by the parties in accordance with Article 7 of the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>Write to parties that had not yet reported their 2008 data with copies to the implementing agencies of the Multilateral Fund</li> </ul>	Parties notified of the request by letter in December 2009 and reminder in March 2010  Implementation Committee considered the data reported by some parties for 2008 at its meeting in June 2010 and made appropriate recommendations
XXI/15	<b>Reporting of methyl bromide for quarantine and pre-shipment use</b>	<ul style="list-style-type: none"> <li>Notify parties concerned to report annually to the Secretariat data on quarantine and pre-shipment</li> </ul>	Letters of notification sent in January 2010. Reports received included in the data report by the Secretariat to the parties
XXI/16	<b>Membership of Implementation Committee</b>	<ul style="list-style-type: none"> <li>Notify Egypt, Jordan, Russian Federation, Saint Lucia and United States of America as new members</li> <li>Notify the President and Vice-President of the Implementation Committee for 2010</li> </ul>	Letters sent to parties concerned in January 2010  Letters sent to Mr. Ezzat Lewis (Egypt) and Ms. Elisabeth Munzert (Germany) in December 2009
XXI/17	<b>Non-compliance in 2007 and 2008 with the provisions of the Protocol governing consumption of the controlled substances in Annex A, group I (chlorofluorocarbons), by Bangladesh</b>	<ul style="list-style-type: none"> <li>Notify Bangladesh of the decision</li> </ul>	Letter to Bangladesh sent in December 2009

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XXI/18	<b>Non-compliance in 2007 and 2008 with the provisions of the Protocol governing consumption of the controlled substances in Annex A, group I (chlorofluorocarbons), by Bosnia and Herzegovina</b>	<ul style="list-style-type: none"> <li>Notify Bosnia and Herzegovina of the decision</li> </ul>	Letter to Bosnia and Herzegovina sent in December 2009
XXI/19	<b>Compliance with the Montreal Protocol by the Federated States of Micronesia</b>	<ul style="list-style-type: none"> <li>Write to the Federated States of Micronesia to convey the decision</li> </ul>	Letter to the Federated States of Micronesia sent in December 2009
XXI/20	<b>Non-compliance in 2008 with the provisions of the Protocol governing consumption of the controlled substance in Annex B, group II (carbon tetrachloride), by Mexico</b>	<ul style="list-style-type: none"> <li>Write to Mexico to convey the decision</li> </ul>	Letter to Mexico sent in December 2009  Information reported by Mexico considered by the Implementation Committee at its forty-fourth meeting, with recommendation 44/1 made
XXI/21	<b>Non-compliance in 2007 with the provisions of the Protocol governing consumption of the controlled substances in Annex A, group I (chlorofluorocarbons), by Saudi Arabia and request for a plan of action</b>	<ul style="list-style-type: none"> <li>Write to Saudi Arabia to convey the decision</li> </ul>	Letter to Saudi Arabia sent in December 2009  Information reported by Saudi Arabia considered by the Implementation Committee at its forty-fourth meeting, with recommendation 44/4 made
XXI/22	<b>Compliance with the Montreal Protocol by Solomon Islands</b>	<ul style="list-style-type: none"> <li>Write to Solomon Islands to convey the decision</li> </ul>	Letter to Solomon Islands sent in December 2009
XXI/23	<b>Non-compliance with the Montreal Protocol by Somalia</b>	<ul style="list-style-type: none"> <li>Write to Somalia to convey the decision</li> </ul>	Letter to Somalia sent in December 2009  Information reported by Somalia considered by the Implementation Committee at its forty-fourth meeting, with recommendation 44/1 made
XXI/24	<b>Difficulties faced by Timor-Leste as a new party</b>	<ul style="list-style-type: none"> <li>Notify Timor-Leste and the Executive Committee</li> </ul>	Letters notifying Timor-Leste and the Executive Committee sent in December 2009
XXI/25	<b>Non-compliance in 2007 with the provisions of the Protocol governing consumption of the controlled substance in Annex B, group II (carbon tetrachloride) by Turkmenistan and request for a plan of action</b>	<ul style="list-style-type: none"> <li>Write to Turkmenistan to convey the decision</li> </ul>	Letter to Turkmenistan sent in December 2009  Information reported by Turkmenistan considered by the Implementation Committee at its forty-fourth meeting, with recommendation 44/5 made

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XXI/26	<b>Non-compliance in 2007 and 2008 with the control measures of the Montreal Protocol governing consumption of the controlled substances in Annex A group I (CFCs) by Vanuatu and request for a plan of action</b>	<ul style="list-style-type: none"> <li>Write to Vanuatu to convey the decision</li> </ul>	<p>Letters sent to Vanuatu in December 2009</p> <p>Information reported considered by the Implementation Committee at its forty-fourth meeting, with recommendation 44/6 made</p>
XXI/27	<b>Membership of the Executive Committee of the Multilateral Fund</b>	<ul style="list-style-type: none"> <li>Notify Belgium, Canada, Colombia, France, Grenada, India, Japan, Morocco, Namibia, Saudi Arabia, Senegal, Switzerland, Ukraine and United States of America</li> <li>Notify Mr. Javier Camargo (Colombia) as Chair and Mr. Philippe Chemouney (Canada) as Vice-Chair</li> </ul>	Notifications sent in December 2009
XXI/28	<b>Evaluation of the financial mechanism of the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>To start discussing the terms of reference for evaluation of the financial mechanism at the thirtieth meeting of the Open-ended Working Group in 2010 and finalize discussions during the Twenty-Third Meeting of the Parties, in 2011, at the latest</li> </ul>	Issue included on the agenda of the Open-ended Working Group at its thirtieth meeting and discussed in June 2010. Discussion of the terms of reference will continue during the Twenty-Second Meeting of the Parties, in November 2010.
XXI/29	<b>Institutional strengthening</b>	<ul style="list-style-type: none"> <li>Notify the Executive Committee about implementation of the decision</li> </ul>	<p>Notification sent in January 2010</p> <p>Funding for institutional strengthening projects by the Executive Committee agreed in April 2010</p>
XXI/30	<b>Twenty-Second Meeting of the Parties to the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>Notify all parties</li> <li>Make arrangements for hosting the meeting in Uganda</li> </ul>	Secretariat went to Uganda to initiate negotiations; meeting dates and venue agreed; host country agreement signed and preparations for holding the Twenty-Second Meeting of the Parties under way
XXI/31	<b>Co-Chairs of the Open-ended Working Group of the Parties to the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>Notify Mr. Martin Sirois (Canada) and Mr. Fresnel Díaz (Bolivarian Republic of Venezuela)</li> </ul>	Notifications sent in December 2009 and the two co-chaired the thirtieth meeting of the Open-ended Working Group in June 2010

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XXI/32	<b>Financial matters: financial reports and budgets</b>	<ul style="list-style-type: none"><li>• Consult the Multilateral Fund Secretariat on holding the Open-ended Working Group and Executive Committee meetings and on selecting cost-effective venues</li></ul>	Consultations held in November 2009 between Ozone Secretariat and Fund Secretariat on harmonizing dates for holding back-to-back meetings; no meetings were held back to back in 2010

**Annex II****List of documents for the Twenty-Second Meeting of the Parties as at 3 September 2010**

22/1	Provisional agenda
22/1/Add.1	Annotations to the provisional agenda
22/2	Issues for discussion by and information for the attention of the Twenty-Second Meeting of the Parties
22/2/Add.1	Issues for discussion by and information for the attention of the Twenty Second Meeting of the Parties: Addendum
22/3	Draft decisions for the consideration of the Twenty-Second Meeting of the Parties to the Montreal Protocol
22/4	Proposed revision of the approved 2010 and proposed 2011 and 2012 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer
22/4/Add.1	Proposed revision of the approved 2010 and proposed 2011 and 2012 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer: Addendum: Financial report on the trust funds for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer for the biennium 2008–2009 and expenditures for 2009 as compared to the approved budgets
22/5	Proposed amendment to the Montreal Protocol
22/6	Proposed amendment to the Montreal Protocol
22/7	Information provided by parties in accordance with Article 7 of the Montreal Protocol on Substances that Deplete the Ozone Layer
22/7/Add.1	Information provided by parties in accordance with Article 7 of the Montreal Protocol on Substances that Deplete the Ozone Layer: Addendum
22/8	Report of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol to the Twenty-Second Meeting of the Parties

## **Annex III**

### **Background and information documents for the Twenty-Second Meeting of the Parties as at September 2010**

- Report of the thirtieth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (UNEP/OzL.Pro.WG.1/30/7)
  - Report of the seminar on the environmentally sound management of banks of ozone-depleting substances (decision XXI/2) (UNEP/OzL.Pro/Seminar.1/1/2)
  - 2010 progress report of the Technology and Economic Assessment Panel, volume 1, May 2010
  - 2010 progress report of the Technology and Economic Assessment Panel, volume 2, May 2010
  - 2010 progress report of the Technology and Economic Assessment Panel, volume 2, May 2010, corrigendum
  - Final report of the Technology and Economic Assessment Panel: evaluations of critical-use nominations for methyl bromide and related matters, September 2010
  - 2010 quadrennial report of the Environmental Effects Assessment Panel, executive summary
  - 2010 quadrennial report of the Scientific Assessment Panel, executive summary
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