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

Port Ghalib, Egypt, 2 November 2009  
Items 3–5 of the provisional agenda\*

**Work to date on implementation of decisions  
of the Twentieth Meeting of the Parties to  
the Montreal Protocol, held in Doha from 16 to 20 November 2008**

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

**Review of the agenda and presentation of a road map  
for the operation of the Twenty-First Meeting  
of the Parties**

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

**Note by the Secretariat**

**Introduction**

1. The Bureau of the Twentieth Meeting of the Parties to the Montreal Protocol will meet on 2 November 2009. The present note provides information on the matters on the provisional agenda for the meeting (UNEP/OzL.Pro.20/Bur.1/1): chapter I summarizes the actions taken on the decisions adopted by the Twentieth Meeting of the Parties; chapter II provides an overview of the working documents prepared for the Twenty-First Meeting of the Parties; and chapter III provides information on the provisional agenda and the road map for the expected operation of the Twenty-First Meeting of the Parties.

**I. Actions taken in response to the decisions adopted by the Twentieth  
Meeting of the Parties to the Montreal Protocol**

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

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

3. By decision XX/1, on ratification of the Vienna Convention and the Montreal Protocol and its four amendments, the Twentieth Meeting of the Parties urged all States that were not yet party to the ozone treaties to ratify them, taking into account that universal participation was necessary to ensure the protection of the ozone layer. Following that decision the Secretariat worked closely with the three remaining non-party States – Andorra, San Marino and Timor-Leste – all of which ratified the treaties by 16 September 2009. The Vienna Convention and the Montreal Protocol have not only achieved universal ratification by all States but also currently command the highest number ever of Parties among all treaties deposited with the United Nations Secretary-General.

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

4. A list of the working and information documents that will be available for the Twenty-First Meeting of the Parties is set out in annex II to the present note, while background documents prepared by the Technology and Economic Assessment Panel are listed in annex III.

5. The provisional agenda and annotated provisional agenda for the meeting (UNEP/OzL.Pro.21/1 and Add.1) were dispatched to the Parties in August, followed by a note by the Secretariat (document UNEP/OzL.Pro.21/2) 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 twenty-ninth meeting of the Open-ended Working Group. Information on developments since the meeting of the Open-ended Working Group is presented in a number of new documents and reports listed in annexes II and III.

6. Where budget issues are concerned, the Secretariat has prepared proposed 2010 and 2011 budgets for the Montreal Protocol. The Secretariat will provide a number of background documents that the Parties may refer to in their deliberations if necessary.

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

7. The Twenty-First Meeting of the Parties will take place from 4 to 8 November 2009 at the International Convention Centre (<http://www.portghalib.com/internationalConventionCentre.aspx>) in Port Ghalib, Marsa Alam, Egypt. 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 on Wednesday, 4 November 2009, at 10 a.m., while the high-level segment will begin at the same hour on Saturday, 7 November 2009. Registration of participants will begin at 8 a.m. on 3 November and will open at 8 a.m. each morning during the course of the meeting.

8. The agenda for the preparatory segment includes a review of the substantive issues that are expected to be taken up during the high-level segment. Those issues include decisions on essential uses, critical uses, quarantine and pre-shipment applications and the Secretariat budget. 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 meeting of the Bureau and its report is likely to include a number of recommended decisions on compliance-related matters. The Secretariat expects to have the report of the Implementation Committee available in the United Nations official languages for consideration during the preparatory segment.

9. 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 from time to time reconvene the preparatory segment as they deem expedient to allow the completion of any unfinished business.

10. The opening of the high-level segment on 7 November will be chaired by the President of the Twentieth Meeting of the Parties, who will conduct the meeting briefly while the Parties elect the President of the Twenty-First 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 Latin American and Caribbean States, the Rapporteur from among the Eastern European States, and the three Vice-Presidents from among the African, Asian and Pacific and Western European and other States.

11. 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 Sunday, 8 November, when the Meeting of the Parties will adopt its decisions.

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

12. At the time of writing, the Secretariat had no further issues that it wished to bring to the attention of the meeting of the Bureau. Members of the Bureau may wish to raise other issues during the current meeting.

## Annex I

### Actions taken on the decisions adopted by the Twentieth Meeting of the Parties to the Montreal Protocol, as of September 2009

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XX/1	<b>Ratification of the Vienna Convention, the Montreal Protocol and the London, Copenhagen, Montreal and Beijing amendments to the 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 Vienna Convention and the Montreal Protocol and its amendments, 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 January 2009. Between December 2008 and September 2009 the Vienna Convention and the Montreal Protocol and its amendments were ratified by new Parties as follows: Vienna Convention – 3, Montreal Protocol – 3, London Amendment – 4, Copenhagen Amendment – 6, Montreal Amendment – 9 and Beijing Amendment – 12. The Secretariat engaged in extensive consultations at various levels following which the three remaining non-Parties to the ozone treaties – Andorra, San Marino and Timor-Leste – became Parties in 2009 and the treaties achieved universal ratification with 196 Parties.
XX/2	<b>Essential-use nominations for non-Article 5 Parties for 2009 and 2010</b>	<ul style="list-style-type: none"> <li>• Notify Parties of essential use nominations and associated conditions.</li> </ul>	Notifications sent to Parties in December 2008
XX/3	<b>Essential-use exemptions for Article 5 Parties</b>	<ul style="list-style-type: none"> <li>• Notify Parties of essential use exemptions and associated conditions.</li> <li>• TEAP reflected changes in the revised Handbook on essential-use nominations,</li> <li>• Secretariat included changes in relevant decisions of the Parties in the updated Montreal Protocol Handbook.</li> </ul>	Notifications sent in January 2009

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XX/4	<b>Campaign production of CFCs for metered-dose inhalers</b>	<ul style="list-style-type: none"> <li>• Notify TEAP to prepare a report for MOP21, preceded by a preliminary report for OEWG29.</li> <li>• Notify Fund Secretariat to report at OEWG29 on status of converting MDI manufacturing facilities in Article 5 Parties and implementation of approved projects.</li> </ul>	<p>Notification sent to TEAP and Fund Secretariat in January 2009</p> <p>Preliminary report by TEAP presented at OEWG29 in July 2009</p> <p>Fund Secretariat reported at OEWG29 meeting on the status of MDI project implementation</p>
XX/5	<b>Critical-use exemptions for methyl bromide for 2009 and 2010</b>	<ul style="list-style-type: none"> <li>• Notify Parties with critical-use exemptions of the approved amount of critical use exemptions.</li> <li>• Notify TEAP to deal with requests and observations contained in paragraphs 3, 4, 8, 10 and 13 of the decision.</li> </ul>	<p>Concerned Parties and TEAP notified in January 2009</p> <p>Workshop scheduled for 3 November 2009 in Port Ghalib, Egypt</p>
XX/6	<b>Actions by Parties to reduce methyl bromide use for quarantine and pre-shipment purposes and related emissions</b>	<ul style="list-style-type: none"> <li>• Request relevant Parties to report data on methyl bromide use by April 2009.</li> <li>• To update definition of pre-shipment, post reported information on QPS on the website.</li> <li>• Advise Implementation Committee to consider methyl bromide reporting for QPS-TEAP.</li> <li>• Notify TEAP to deal with requests in paragraphs 4, 5, 6 and 7.</li> <li>• Organize a workshop on methyl bromide in the margins of MOP21.</li> </ul>	<p>Letters to concerned Parties sent in January 2009</p> <p>Data on QPS posted on the website</p> <p>Implementation Committee considered QPS data report at its forty-second meeting, in July 2009</p>

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XX/7	<b>Environmentally sound management of banks of ozone-depleting substances</b>	<ul style="list-style-type: none"> <li>• Notify Multilateral Fund secretariat to deal with request in paragraph 3, TEAP to deal with requests in paragraphs 7 and 8 and Parties to respond to invitations and request contained in paragraphs 1, 3, 4 and 5 of the decision.</li> <li>• Prepare reports and information referred to in paragraphs 5 and 9 and consult relevant bodies including UNFCCC secretariat to convene a workshop as referred to in paragraphs 11 and 12.</li> </ul>	<p>Letters of notification sent to Parties and various bodies in February 2009</p> <p>Subsequent consultations carried out between February and May 2009</p> <p>Workshop convened in Geneva on 13 July 2009</p>
XX/8	<b>Workshop for a dialogue on high global warming potential alternatives for ozone-depleting substances</b>	<ul style="list-style-type: none"> <li>• Notify TEAP to update data in the Panel's 2005 Supplement to the IPCC/TEAP Special Report and report on status of alternatives to HCFCs and HFCs.</li> <li>• Prepare a report that compiles current control measures and information reporting requirements for compounds that are alternatives to ODS and convene an open-ended dialogue on high GWP alternatives for ODS before OEWG29 and prepare a summary report in cooperation with the workshop co-chairs.</li> <li>• Communicate the decision to UNFCCC secretariat.</li> </ul>	<p>TEAP notified in January 2009</p> <p>Report compiled and disseminated to Parties ahead of the open-ended dialogue organized by the Secretariat in Geneva on 14 July 2009</p> <p>Decision communicated to Climate Change secretariat in December 2008 and consultations held in Bonn in February 2009; Climate Change secretariat participated in the Open-ended dialogue convened by the Ozone Secretariat in July 2009</p>

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XX/9	<b>Application of the Montreal Protocol trade provisions to HCFCs</b>	<ul style="list-style-type: none"> <li>Reflect the annulled paragraph and its replacement in the report of the Meeting.</li> </ul>	The annulled paragraph and its replacement in the decision properly reflected in the report of the Meeting and in the updated Handbook for the Montreal Protocol (8 <sup>th</sup> Edition)
XX/10	<b>2009–2011 replenishment of the Multilateral Fund</b>	<ul style="list-style-type: none"> <li>Notify the Multilateral Fund treasurer of the decision and subsequent issuance of invoices to contributing Parties.</li> <li>Notify the Multilateral Fund secretariat for information of the Executive Committee.</li> </ul>	Notifications sent in January 2009
XX/11	<b>Extension of the fixed-exchange- rate mechanism to the 2009–2011 replenishment of the Multilateral Fund</b>	<ul style="list-style-type: none"> <li>Notify the treasurer to extend the fixed-exchange-rate mechanism and notify concerned Parties</li> </ul>	Notifications sent in January 2009
XX/12	<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 2007 data with copies to the implementing agencies of the Multilateral Fund.</li> </ul>	Parties notified of the request by letter in December 2008 and reminder in March 2009  Implementation Committee considered the data reported by some Parties for 2007 at its meeting in July 2009 and made appropriate recommendations
XX/13	<b>Report of Parties submitted under Article 9 of the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>Notify concerned Parties to provide to the Secretariat, every two years, a summary of activities conducted pursuant to paragraph 3 of Article 9 of the Protocol.</li> <li>Post reports received on the Ozone Secretariat website.</li> </ul>	Letters of notification sent in December 2008 and reports received and posted regularly on the Secretariat website
XX/14	<b>Report on the establishment of licensing systems under Article 4B of the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>Notify the Parties referred to in paragraphs 1 and 2 of the decision to submit the requested information to the Secretariat.</li> </ul>	Letter sent to Parties in February 2009 Reported information considered by the Implementation Committee at its forty-second meeting, in July 2009

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XX/15	<b>Difficulties faced by Iraq as a new Party</b>	<ul style="list-style-type: none"> <li>Notify Parties, Iraq and the Fund Secretariat of the decision.</li> </ul>	<p>Letters notifying Parties, Iraq and Fund Secretariat sent in December 2008</p> <p>Implementation Committee took note of the decision in considering the situation of Iraq at its forty-second meeting in July 2009 and adopted recommendation 42/33</p>
XX/16	<b>Non-compliance with the Montreal Protocol by Ecuador</b>	<ul style="list-style-type: none"> <li>Notify Ecuador of the decision.</li> </ul>	Letter to Ecuador sent in December 2008
XX/17	<b>Request for change in baseline data by Saudi Arabia</b>	<ul style="list-style-type: none"> <li>Notify Saudi Arabia of the decision.</li> </ul>	Letter to Saudi Arabia sent in December 2008
XX/18	<b>Potential non-compliance in 2006 with the provisions of the Montreal Protocol governing consumption of the controlled substance in Annex A, Group I, substances (CFCs) by Solomon Islands and request for a plan of action</b>	<ul style="list-style-type: none"> <li>Write to Solomon Islands and request the Party to submit an explanation for the excess consumption of CFCs, together with a plan of action.</li> </ul>	<p>Letter to Solomon Islands sent in December 2008</p> <p>Information received from Solomon Islands was considered by the Implementation Committee at its meeting in July 2009; the Committee adopted a recommendation and a draft decision for the Meeting of the Parties.</p>
XX/19	<b>Non-compliance with the Provisions of the Montreal Protocol in respect of CFC and halon consumption by Somalia</b>	<ul style="list-style-type: none"> <li>Write to Somalia to convey the decision and to the Fund Secretariat to convey paragraph 4 of the decision.</li> </ul>	<p>Letter to Somalia sent in December 2008</p> <p>Reported information by Somalia considered by the Implementation Committee at its forty-second meeting with recommendation 42/28 made at its July 2009 meeting.</p>
XX/20	<b>Financial matters: Financial reports and budgets</b>	<ul style="list-style-type: none"> <li>Inform the Open-ended Working Group on all sources of income received and actual and projected expenditures and commitments and prepare indicative report on all expenditures against agreed budget lines.</li> </ul>	<p>Secretariat prepared information as requested; item was included in the information section of the Secretariat's note for OEWG29, held in July 2009</p> <p>Trust Fund extended by Executive Director of UNEP to 31 December 2015</p>
XX/21	<b>Membership of Implementation Committee</b>	<ul style="list-style-type: none"> <li>Notify Armenia, Germany, Nicaragua, Niger and Sri Lanka as new members.</li> <li>Notify the President and Vice-President of the Implementation Committee for 2009.</li> </ul>	<p>Letters sent to all concerned in January 2009</p> <p>Letters sent to Ms. Robyn Washbourne (New Zealand) and Mr. Ghazi Odat (Jordan)</p>

Dec.	Decision title	Actions required of the Secretariat	Actions taken by the Secretariat
XX/22	<b>Membership of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol</b>	<ul style="list-style-type: none"> <li>Notify Australia, Belgium, Bolivia (Plurinational State of), China, Dominican Republic, Gabon, Germany, Georgia, Japan, Namibia, Romania, Sweden, United States of America and Yemen.</li> <li>Notify Mr. Husamuddin Ahmadzai (Sweden) as Chair and Mr. Juan Tomas Filpo (Dominican Republic) as Vice-Chair.</li> </ul>	Notifications sent in December 2008
XX/23	<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. Muhammad Maqsood Akhtar (Pakistan).</li> </ul>	Notifications sent in January 2009 and the two co-chaired OEWG29 in July 2009.
XX/24	<b>Endorsement of new co-chair of the Halons Technical Options Committee of TEAP</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 2009
XX/25	<b>Twenty-first 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 Egypt.</li> </ul>	Secretariat went to Egypt to initiate negotiations; meeting dates and venue agreed; host country agreement signed and preparations for holding the Twenty-First Meeting of the Parties under way
XX/26	<b>Doha Declaration</b>	<ul style="list-style-type: none"> <li>Notify all Parties</li> </ul>	All Parties notified of the Declaration in January 2009

*Abbreviations:* GWP: global warming potential; HCFCs: hydrochlorofluorocarbons; HFCs: hydrofluorocarbons; IPCC: Intergovernmental Panel on Climate Change; MDI: metered-dose inhalers; MOP21: Twenty-First Meeting of the Parties; ODS: ozone-depleting substances; OEWG29: twenty-ninth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol; QSP: quarantine and pre-shipment; TEAP: Technology and Economic Assessment Panel; UNEP: United Nations Environment Programme; UNFCCC: United Nations Framework Convention on Climate Change.

## Annex II

## List of documents as at 28 October 2009

<b>Documents for the Twenty-First Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer</b>	
<b>Document symbol</b>	<b>Title</b>
UNEP/OzL.Pro.21/1	Provisional agenda
UNEP/OzL.Pro.21/1/Add.1	Annotated provisional agenda
UNEP/OzL.Pro.21/2	Issues for discussion by and information for the attention of the Twenty-First Meeting of the Parties
UNEP/OzL.Pro.21/2/Add.1	Issues for discussion by and information for the attention of the Twenty-First Meeting of the Parties: addendum
UNEP/OzL.Pro.21/3	Draft decisions and proposed amendments to the Montreal Protocol
UNEP/OzL.Pro.21/3/Add.1	Draft decisions and proposed amendments to the Montreal Protocol: addendum
UNEP/OzL.Pro.21/3/Add.2	Draft decisions and proposed amendments to the Montreal Protocol: addendum
UNEP/OzL.Pro.21/4	Proposed revised approved 2009 and proposed 2010 and 2011 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer
UNEP/OzL.Pro.21/4/Add.1	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 first year of the biennium 2008–2009 and expenditures for 2008 as compared to the approved budgets
UNEP/OzL.Pro.21/5- UNEP/OzL.Pro.ImpCom/43/2	Information provided by Parties in accordance with Article 7 of the Montreal Protocol on Substances that Deplete the Ozone Layer: Report by the Secretariat
UNEP/OzL.Pro.21/5/Add.1- UNEP/OzL.Pro.ImpCom/43/2/Add.1	Information provided by Parties in accordance with Article 7 of the Montreal Protocol on Substances that Deplete the Ozone Layer: Report by the Secretariat: addendum
UNEP/OzL.Pro.21/6	Report of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol to the Twenty-First Meeting of the Parties
UNEP/OzL.Pro.21/7- UNEP/OzL.Pro.Workshop.5/2	Final report of the Technology and Economic Assessment Panel Quarantine and Pre-Shipment Task Force: executive summary
UNEP/OzL.Pro.21/INF/1- UNEP/OzL.Pro.ImpCom/43/INF/1	Status of ratification, accession, acceptance or approval of the agreements on the protection of the stratospheric ozone layer
UNEP/OzL.Pro.21/INF/2/Rev.1- UNEP/OzL.Pro.ImpCom/43/4/Rev.1	Status of licensing systems and focal points
UNEP/OzL.Pro.21/INF/3	High-global-warming-potential alternatives to ozone depleting substances: concept note by the Secretariat
UNEP/OzL.Pro.21/INF/4	Amendment of the Harmonized System Nomenclature for ozone-depleting substances
UNEP/OzL.Pro.21/INF/5	Information on illegal trade in ozone-depleting substances reported by Parties to the Montreal Protocol (paragraph 7 of decision XIV/7)
UNEP/OzL.Pro.21/INF/6	Further information from the Ozone Secretariat on issues related to funding opportunities for the destruction of ozone-depleting substances
UNEP/OzL.Pro.21/INF/7/Rev.1- UNEP/OzL.Pro.Workshop.5/INF/2/Rev.1	List of documents

## Annex III

### Background documents

- Technology and Economic Assessment Panel 2009 progress report
  - Technology and Economic Assessment Panel final report: evaluations of 2009 critical-use nominations for methyl bromide and related matters
  - Technology and Economic Assessment Panel 2009 progress report: addendum: essential-use nominations for metered-dose inhalers: revised nomination from the United States of America for 2011
  - Technology and Economic Assessment Panel final report: evaluations of 2009 critical use nominations for methyl bromide and related matters
  - Technology and Economic Assessment Panel task force on decision XX/7 phase 2 report: environmentally sound management of banks of ozone-depleting substances
  - Response by the Technology and Economic Assessment Panel and its Medical Technical Options Committee to decision XX/4: campaign production for some Article 5 Parties manufacturing metered-dose inhalers which use chlorofluorocarbons, October 2009
  - Report of the Executive Committee on case studies called for under decision XVII/17 on environmentally sound destruction of ozone-depleting substances (decision XVIII/9): final study on the collection and treatment of unwanted ozone-depleting substances in Article 5 and non-Article 5 countries
  - Handbook on essential-use nominations 2009
  - Handbook for the Montreal Protocol on Substances that Deplete the Ozone Layer, eighth edition, 2009
  - Handbook for the Vienna Convention for the Protection of the Ozone Layer, eighth edition, 2009
  - United Nations Environment Programme: Environmental effects of ozone depletion and its interactions with climate change: progress report 2009
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