

**Vienna Convention  
for the Protection  
of the Ozone Layer**Distr.: General  
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Arabic, English, French and  
Spanish only**Montreal Protocol  
on Substances that  
Deplete the Ozone Layer****Bureau of the twelfth meeting of the Conference  
of the Parties to the Vienna Convention  
for the Protection of the Ozone Layer  
Fourth meeting**  
Bangkok, 25 October 2024\***Bureau of the Thirty-Fifth Meeting of the Parties  
to the Montreal Protocol on Substances  
that Deplete the Ozone Layer  
First meeting**  
Bangkok, 25 October 2024\***Issues for discussion by and information for the attention of the  
bureaux of the twelfth meeting of the Conference of the Parties  
to the Vienna Convention for the Protection of the Ozone Layer  
and the Thirty-Fifth Meeting of the Parties to the Montreal  
Protocol on Substances that Deplete the Ozone Layer****Note by the Secretariat****I. Introduction**

1. The bureaux of the twelfth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and the Thirty-Fifth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will meet at 4 p.m. on Friday, 25 October 2024 at the United Nations Conference Centre in Bangkok. The present note provides information about matters on the provisional agenda of the meeting (UNEP/OzL.Conv.12/Bur.4/1–UNEP/OzL.Pro.35/Bur.1/1). Section II summarizes the action taken by the Ozone Secretariat in response to the decisions adopted by the Conference of the Parties to the Vienna Convention at its twelfth meeting. Section III summarizes the action taken by the Secretariat in response to the decisions adopted by the Thirty-Fifth Meeting of the Parties to the Montreal Protocol. Section IV contains information relating to the review of the agenda, a road map for the conduct of the meetings, and an overview of documents for the combined thirteenth meeting of the Conference of the Parties to the Vienna Convention and Thirty-Sixth Meeting of the Parties to the Montreal Protocol. Section V covers other matters.

**II. Work to date on the implementation of the decisions of the  
Conference of the Parties to the Vienna Convention at its twelfth  
meeting and related matters (agenda item 3)**

2. The table in annex I to the present note provides a broad overview of the decisions adopted by the Conference of the Parties at its twelfth meeting which was held in two parts owing to the coronavirus disease (COVID-19) pandemic, and of the action required of and taken by the Secretariat in response to those decisions. The first part of the twelfth meeting of the Conference of the Parties to

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\* UNEP/OzL.Conv.12/Bur.4/1–UNEP/OzL.Pro.35/Bur.1/1.

the Vienna Convention – which was combined with the Thirty-Second Meeting of the Parties to the Montreal Protocol – was held online from 23 to 27 October 2020. The combined second part of the twelfth meeting of the Conference of the Parties to the Vienna Convention and Thirty-Third Meeting of the Parties to the Montreal Protocol was held online from 23 to 29 October 2021.

### **III. Work to date on the implementation of the decisions of the Thirty-Fifth Meeting of the Parties to the Montreal Protocol (agenda item 4)**

3. The table in annex II to the present note provides a broad overview of the decisions adopted by the Thirty-Fifth Meeting of the Parties and the action required of and taken by the Secretariat in response to those decisions.

### **IV. Review of the agenda of the combined thirteenth meeting of the Conference of the Parties to the Vienna Convention and Thirty-Sixth Meeting of the Parties to the Montreal Protocol, presentation of a road map for the conduct of the meetings, and overview of the working documents prepared for the meetings (agenda item 5)**

4. The combined thirteenth meeting of the Conference of the Parties to the Vienna Convention and Thirty-Sixth Meeting of the Parties to the Montreal Protocol will be held from 28 October to 1 November 2024. 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 Monday, 28 October 2024, while the high-level segment will begin on Thursday, 31 October 2024.

5. The provisional agenda of the combined thirteenth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Sixth Meeting of the Parties to the Montreal Protocol (UNEP/OzL.Conv.13/1–UNEP/OzL.Pro.36/1) was circulated to the parties in August 2024, and the annotated provisional agenda (UNEP/OzL.Conv.13/1/Add.1–UNEP/OzL.Pro.36/1/Add.1) will be made available in October 2024. A note by the Secretariat (UNEP/OzL.Conv.13/2–UNEP/OzL.Pro.36/2) with background information on the issues on the agenda was made available on the meeting portal<sup>1</sup> in August 2024 as an advance version. An addendum to that note will be made available in early October 2024 as an advance version. Detailed information on issues on the agenda is set out in several documents for the combined meeting that are available on the portal and in the reports of the Technology and Economic Assessment Panel and the Scientific Assessment Panel, which are available on the portal as background documents.

6. The agenda of the preparatory segment includes all the issues expected to be considered by the parties during the high-level segment, including, among other things, issues related to the financial reports of the Vienna Convention and the Montreal Protocol and the budgets of their respective trust funds.

7. With regard to budget-related matters, the Secretariat has prepared a proposed budget for the triennium 2025–2027 of the Trust Fund for the Vienna Convention (UNEP/OzL.Conv.13/4) and the proposed budgets for 2025 and 2026 of the Trust Fund for the Montreal Protocol (UNEP/OzL.Pro.36/4). The fact sheets for activities for 2025 for the two trust funds are presented in document UNEP/OzL.Conv.13/INF/1–UNEP/OzL.Pro.36/INF/1. Certified financial statements for the trust funds for the fiscal year 2023 have also been made available (UNEP/OzL.Conv.13/5–UNEP/OzL.Pro.36/5).

8. The issues on the agenda pertaining to the Vienna Convention include the consideration of the report of the twelfth meeting of the Ozone Research Managers of the Parties to the Vienna Convention,<sup>2</sup> including resulting recommendations (UNEP/OzL.Conv.13/6), and the status of the General Trust Fund for Financing Activities on Research and Systematic Observations Relevant to the Vienna Convention (UNEP/OzL.Conv.13/7).

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<sup>1</sup> <https://ozone.unep.org/meetings/thirty-sixth-meeting-parties/pre-session-documents>.

<sup>2</sup> <https://ozone.unep.org/meetings/12th-meeting-ozone-research-managers/post-session-documents>.

9. The issues on the agenda pertaining to the Montreal Protocol include, among others, life-cycle refrigerant management; very short-lived substances; feedstock uses of controlled substances; enhancing the global and regional atmospheric monitoring of substances controlled by the Montreal Protocol; climate-friendly alternatives for metered-dose inhalers; future availability of halons and their alternatives; possible compliance deferral for Article 5, group 2 parties: technology review by the Technology and Economic Assessment Panel; strengthening Montreal Protocol institutions, including combating illegal trade; energy efficiency issues; nominations for critical-use exemptions for methyl bromide for 2025; changes in the membership of the Technology and Economic Assessment Panel; the work and recommendations of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol; classification of the State of Palestine as a party operating under paragraph 1 of Article 5 of the Montreal Protocol and access to support from the Multilateral Fund for the Implementation of the Montreal Protocol; membership of the Implementation Committee; membership of the Executive Committee of the Multilateral Fund; and Co-Chairs of the Open-ended Working Group.

10. A list of the working and information documents that will be available for the combined meeting, as well as background reports and information, will be made available as document UNEP/OzL.Conv.13/INF/4–UNEP/OzL.Pro.36/INF/6. The documents are available on the meeting portal.

11. In accordance with established practice, the Co-Chairs of the Open-ended Working Group will oversee the preparatory segment of the meeting.

12. The opening of the high-level segment on 31 October will be co-chaired by the President of the twelfth meeting of the Conference of the Parties to the Vienna Convention and the President of the Thirty-Fifth Meeting of the Parties to the Montreal Protocol, who will conduct the meeting until the parties elect the President of the thirteenth meeting of the Conference of the Parties to the Vienna Convention and the President of the Thirty-Sixth Meeting of the Parties to the Montreal Protocol.

13. In accordance with rule 21 of the rules of procedure of the meetings of the Conference of the Parties to the Convention and the established practice of rotating the posts of president and rapporteur among the regional groups in English alphabetical order, it is expected that the President of the thirteenth meeting of the Conference of the Parties to the Vienna Convention will be elected from among the Asia-Pacific States, the Rapporteur from among the African States and the three Vice-Presidents from among the Eastern European States, the Latin American and Caribbean States and the Western European and other States.

14. In accordance with rule 21 of the rules of procedure of the Meetings of the Parties to the Montreal Protocol and the established practice of rotating the posts of president and rapporteur among the regional groups in English alphabetical order it is expected that the President of the Thirty-Sixth Meeting of the Parties to the Montreal Protocol 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 States, Asia-Pacific States, and the Western European and other States.

15. The newly elected President of the thirteenth meeting of the Conference of the Parties to the Vienna Convention and the newly elected President of the Thirty-Sixth Meeting of the Parties to the Montreal Protocol will then guide the parties through the agenda and endeavour to resolve any outstanding issues during the meeting.

## **V. Other matters (agenda item 6)**

16. As at 19 August 2024, the Secretariat had not been notified of any issues that any party wished to raise under the agenda item. Members of the bureaux may wish to raise other matters during the adoption of the agenda of the meeting.

## Annex I

### Action taken in response to the decisions adopted by the Conference of the Parties to the Vienna Convention at its twelfth meeting as at 19 August 2024

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XII/1	Second part of the twelfth meeting of the Conference of the Parties to the Vienna Convention	Notify all the parties of the decision and facilitate the organization of the combined second part of the twelfth meeting of the Conference of the Parties to the Vienna Convention and Thirty-Third Meeting of the Parties to the Montreal Protocol.	Invitations from the Secretariat to the online combined meeting were circulated to all the parties in September 2021. The combined second part of the twelfth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and Thirty-Third Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer was held online from 23 to 29 October 2021 with a reduced agenda.
XII/2	Financial reports and budgets for the Vienna Convention for the Protection of the Ozone Layer	Notify all the parties of the decision and follow up with parties whose contributions to the Trust Fund for the Vienna Convention have been outstanding for two or more years with a view to finding a way forward, and report on the outcome of those discussions to the Conference of the Parties to the Vienna Convention during the second part of its twelfth meeting.	Letters were sent to the parties in December 2020. The outcome of discussions with parties with outstanding contributions of two or more years was presented during the second part of the twelfth meeting of the Conference of the Parties.
XII(II)/1	Recommendations of the Ozone Research Managers of the Parties to the Vienna Convention at their eleventh meeting	Ozone Research Managers, at their twelfth meeting, to continue to review the situation of atmospheric measurements and monitoring of substances controlled by the Montreal Protocol, and to make specific recommendations for further strengthening such atmospheric monitoring.	Recommendations of the Ozone Research Managers of the Parties to the Vienna Convention at their twelfth meeting on gaps in the global coverage of atmospheric monitoring of controlled substances and options to enhance such monitoring are contained in UNEP/OzL.Conv.13/6.
XII(II)/2	General Trust Fund for Financing Activities on Research and Systematic Observations Relevant to the Vienna Convention	Continue to invite parties and relevant international organizations, including space agencies, scientific and research institutions, United Nations entities, international financial institutions and the private sector, as appropriate, to make financial and/or in-kind contributions towards well-defined and well-budgeted project proposals developed under the Trust Fund and to report to the Conference of the Parties at its thirteenth meeting on the operation of, contributions to and expenditure from the Trust Fund and on the activities funded from the Trust Fund since its inception, as well as on the activities of the Advisory Committee of the General Trust Fund.	The Secretariat, in consultation with the Advisory Committee after the latter's establishment, has been inviting contributions. To that end, letters were sent to parties and international organizations in 2022 and 2023. In 2024, such letters will be sent out by the Secretariat in the second half of the year. Information on the status and operation of the Trust Fund and on the work of its Advisory Committee was provided in document UNEP/OzL/Conv.ResMgr/12/2, which was considered by the Ozone Research Managers at their twelfth meeting. An updated version of the document is available for the thirteenth meeting of the Conference of the Parties as document UNEP/OzL.Conv.13/7.

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XII(II)/3	Thirteenth meeting of the Conference of the Parties to the Vienna Convention	Convene the thirteenth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer back to back with the Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer.	The combined thirteenth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will take place in Bangkok from 28 October to 1 November 2024. Invitations were sent out by the Secretariat on 23 July 2024.
XII(II)/4	Financial reports and budgets for the Vienna Convention for the Protection of the Ozone Layer	<p>The Executive Secretary and the President of the Bureau of the Conference of the Parties to enter into discussions with any party whose contributions have been outstanding for two or more years with a view to finding a way forward, and the Executive Secretary to report on the outcome of those discussions to the Conference of the Parties at its thirteenth meeting.</p> <p>Secretariat to:</p> <p>(a) Ensure the full utilization of the programme support resources available to it in the triennium 2022–2024 and in later years and, where possible, to offset those programme support resources against the administrative components of the approved budget;</p> <p>(b) Indicate in future financial reports of the Trust Fund the amounts of cash on hand, in addition to contributions that have not yet been received.</p> <p>Executive Secretary to prepare budgets and work programmes for the triennium 2025–2027, based on the projected needs, for two budget scenarios:</p> <p>(a) A zero-nominal-growth scenario;</p> <p>(b) A scenario based on recommended adjustments to the zero-nominal-growth scenario, indicating the added costs or savings related thereto.</p>	<p>In consultation with the President of the Bureau of the Conference of the Parties, letters were sent to the parties whose contributions had been outstanding for two or more years in October 2022 and in September 2023. Letters will be sent in September 2024 to the relevant parties. The outcome of discussions with parties with outstanding contributions for two or more years will be presented during the thirteenth meeting of the Conference of the Parties.</p> <p>(a) Programme support resources allotted to the Secretariat in 2022 and 2023 were utilized to cover the costs of administrative components of the budget. Before the end of 2024, the programme support resources are expected to be fully utilized.</p> <p>(b) The financial report for the Trust Fund for 2023 is available in document UNEP/OzL.Conv.13/5–UNEP/OzL.Pro.36/5. In early October, the Secretariat will issue, for review by the parties, a note providing an update on the budget performance for 2024, the status of contributions, and the cash balance of the Trust Fund as at 30 September 2024 (UNEP/OzL.Conv.13/INF/2–UNEP/OzL.Pro.36/INF/2).</p> <p>The two budget scenarios for each year of the triennium 2025–2027 are contained in document UNEP/OzL.Conv.13/4.</p>

## Annex II

### Action taken in response to the decisions adopted by the Thirty-Fifth Meeting of the Parties to the Montreal Protocol as at 19 August 2024

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXV/1	Replenishment of the Multilateral Fund for the Implementation of the Montreal Protocol for the triennium 2024–2026	Notify the Treasurer of the Multilateral Fund and the Chief Officer of the secretariat of the Fund of the decision, for action as required.	Letter sent on 11 December 2023.
XXXV/2	Extension of the fixed-exchange-rate mechanism to the 2024–2026 replenishment of the Multilateral Fund	Notify the Treasurer of the Multilateral Fund and the Chief Officer of the secretariat of the Fund of the decision, for action as required.	Letter sent on 11 December 2023.
XXXV/3	Potential areas of focus for the 2026 quadrennial reports of the Environmental Effects Assessment Panel, the Scientific Assessment Panel and the Technology and Economic Assessment Panel	Notify the assessment panels of the decision for action as required.	Letter sent on 14 December 2023.
XXXV/4	Stratospheric aerosol injection and protection of the ozone layer	Notify the Scientific Assessment Panel of the decision for action as required.	Letter sent on 14 December 2023.
XXXV/5	Destruction technologies for controlled substances	Notify the parties of the decision and update the list of approved destruction technologies on the Secretariat's website.	Letter sent to parties on 24 January 2024. List of approved destruction technologies on the Secretariat's website ( <a href="https://ozone.unep.org/node/1941">https://ozone.unep.org/node/1941</a> ) updated on 29 November 2023.
XXXV/6	Updated information on very short-lived substances	Notify the Technology and Economic Assessment Panel and the Scientific Assessment Panel of the decision for action as required.	Letter sent on 14 December 2023.
XXXV/7	Emissions of HFC-23	Notify the parties, the Technology and Economic Assessment Panel and the Scientific Assessment Panel of the decision, for action as required.  Provide options for consideration by the parties with respect to potential changes to reporting form 3, specifically concerning when HFC-23 is generated, destroyed, or maintained as stocks in advance of the forty-sixth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol.	Letter sent to parties on 24 January 2024 and to the Technology and Economic Assessment Panel on 14 December 2023.  (a) Potential changes to reporting form 3 were presented by the Secretariat to the forty-sixth meeting of the Open-ended Working Group in document UNEP/OzL.Pro.WG.1/46/3.
XXXV/8	Feedstock uses	Make available on the website, aggregated by party, data reported under paragraph 3 ter of Article 7 by any parties producing Annex C, Group I and/or Annex F substances.  Notify the Technology and Economic Assessment Panel and the Scientific Assessment Panel of the decision for action as required.	(b) The requested data were made available on the Secretariat's website on 26 June 2024 ( <a href="https://ozone.unep.org/hfc-23-emissions">https://ozone.unep.org/hfc-23-emissions</a> ).  Letter sent on 14 December 2023.

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXV/9	Abating emissions of carbon tetrachloride	Notify the Technology and Economic Assessment Panel and the Scientific Assessment Panel of the decision for action as required.	Letter sent on 14 December 2023.
XXXV/10	Energy efficiency	Notify the Technology and Economic Assessment Panel of the decision for action as required.	Letter sent on 14 December 2023.
XXXV/11	Life-cycle refrigerant management	Notify the parties, the Technology and Economic Assessment Panel and the Chief Officer of the secretariat of the Multilateral Fund of the decision for action as required.  Organize a one-day workshop in 2024, back to back with the forty-sixth meeting of the Open-ended Working Group or the Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, to share information, experiences and lessons learned, and to assess challenges related to ways of strengthening life-cycle refrigerant management, including, among other things, existing and potential policies, best practices, standards, and life-cycle refrigerant management opportunities.	Letter sent to the parties on 24 January 2024, to the Technology and Economic Assessment Panel on 14 December 2023 and to the Chief Officer of the secretariat of the Multilateral Fund on 11 December 2023.  The Secretariat will organize a one-day workshop on life-cycle refrigerant management, to be held on 27 October 2024 in Bangkok. The concept note containing the provisional programme and briefing notes on aspects of life-cycle refrigerant management will be posted on the workshop meeting portal in advance of the meeting.
XXXV/12	Further strengthening Montreal Protocol institutions, including for combating illegal trade	Notify the parties of the decision for action as required.  Provide, before the forty-sixth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol and on an annual basis thereafter, a compilation of information provided by parties pursuant to paragraph 1 of the decision as well as decision XXXIV/8.	Letter sent on 24 January 2024.  A compilation of information provided by parties on illegal trade practices and approaches taken by national authorities to identify and address such cases (UNEP/OzL.Pro.WG.1/46/4) was prepared by the Secretariat for consideration at the forty-sixth meeting of the Open-ended Working Group.
XXXV/13	The import and export of prohibited cooling equipment	Notify the parties and the Chief Officer of the secretariat of the Multilateral Fund of the decision, for action as required.	Letter to parties sent on 24 January 2024 and to the Chief Officer of the secretariat of the Multilateral Fund on 11 December 2023.
XXXV/14	Enhancing the global and regional atmospheric monitoring of substances controlled by the Montreal Protocol on Substances that Deplete the Ozone Layer	Provide, in consultation with the Multilateral Fund secretariat and relevant experts from the Ozone Research Managers, the Scientific Assessment Panel, and the Technology and Economic Assessment Panel, the following information to the parties at the forty-sixth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol: (a) An update of the information provided under decision XXXIII/4, including refining, to the extent possible, the cost estimates associated with enhancing atmospheric monitoring presented in the decision XXXIII/4 report, and	The Secretariat's response to decision XXXV/14 was set out in paragraphs 41–76 of document UNEP/OzL.Pro.WG.1/46/2/Add.1 and in annexes V and VI thereto. Additional information was provided in the report on potential funding sources and administrative issues in relation to enhancing the global and regional atmospheric monitoring of substances controlled by the Montreal Protocol (UNEP/OzL.Pro.WG.1/46/INF/4). At the forty-sixth meeting of the Open-ended Working Group, a member of the steering committee of the European Union-funded pilot project on atmospheric monitoring of controlled substances provided

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		providing a list of potential monitoring station locations;	information on cost estimates associated with enhancing atmospheric monitoring of controlled substances, and the Secretariat presented the information pertaining to options for sustainable funding to establish new monitoring capacities.
		(b) Options for sustainable funding to establish new regional monitoring capacities, including an assessment of their advantages and disadvantages, of potential implementation options, and a description of the administrative processes required to operationalize any potential funding options considered, taking into account the discussion at the Thirty-Fifth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer.	
XXXV/15	Critical-use exemptions for methyl bromide for 2024	Notify Canada of the decision for action as required.	Letter sent on 14 December 2023.
XXXV/16	Addressing the impacts of the coronavirus disease (COVID-19) pandemic on hydrofluorocarbon baseline consumption for certain parties	Notify the Chief Officer of the secretariat of the Multilateral Fund of the decision for action as required.	Letter sent on 11 December 2023.
XXXV/17	Data and information provided by the parties in accordance with Article 7 of the Montreal Protocol	Notify the relevant parties of the decision for action as required.	A request for data was sent to specific parties that were notified on 13 December 2023.
XXXV/18	Non-compliance in 2021 with the provisions of the Montreal Protocol governing consumption and production of the controlled substances in Annex C, Group I (hydrochlorofluorocarbons) by the Democratic People's Republic of Korea	Notify the party of the decision for action as required.	The Secretariat communicated the content of decision XXXV/18 to the party on 13 December 2023. On 29 February 2024, an in-person exchange took place with two representatives of the Democratic People's Republic of Korea concerning those matters. Following that discussion, the Secretariat resent the letter dated 13 December 2023 to a newly provided email address on 1 March 2024, followed by a reminder on 25 March 2024 concerning the information and follow-up actions expected from the party.
XXXV/19	Status of the establishment of licensing systems under Article 4B, paragraph 2 bis, of the Montreal Protocol	Notify the relevant parties of the decision for action as required.  Review periodically the status of the establishment of import and export licensing systems for Annex F controlled substances by all parties to the Protocol, as called for in Article 4B, paragraph 4, of the Protocol.	Concerned parties were notified on 6 December 2023.  A note on the status of licensing systems for hydrofluorocarbons was prepared for the seventy-second meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol. The note will be updated for the Committee's seventy-third meeting.
XXXV/20	Options for the organization of the Technology and Economic Assessment Panel and its technical options committees	Notify the Technology and Economic Assessment Panel of the decision for action as required.	Letter sent on 13 December 2023.



<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXV/21	Membership changes on the Environmental Effects Assessment Panel, the Scientific Assessment Panel and the Technology and Economic Assessment Panel	Notify the outgoing co-chairs of the Scientific Assessment Panel, the incoming co-chairs of the Environmental Effects Assessment Panel and the Scientific Assessment Panel, the outgoing and incoming co-chairs of various technical options committees of the Technology and Economic Assessment Panel and incoming senior experts of the Technology and Economic Assessment Panel of the decision and update the website of the Secretariat to reflect changes in the membership of the panels.	Notifications were sent on 15 December 2023 and relevant pages of the Secretariat website were updated accordingly.
XXXV/22	Membership of the Implementation Committee	Notify the new members of the Implementation Committee (Chile, Czechia, Iran (Islamic Republic of), Kenya and the United States of America) of the decision.	Notifications were sent to new Committee members on 11 December 2023 and the Secretariat website was updated accordingly. The Committee met on 7 July 2024 and will meet again on 24 October 2024.
XXXV/23	Membership of the Executive Committee of the Multilateral Fund	Update the website of the Secretariat to list the members selected to serve on the Executive Committee (Argentina, Belgium, Canada, Cuba, Estonia, Ghana, India, Italy, Japan, Jordan, Kuwait, Sweden, Tunisia and the United States of America).	The Secretariat website was updated in December 2023. Notifications were sent to the Chair and Vice-Chair of the Committee on 14 December 2023. The Executive Committee met from 27 to 31 May 2024 and will meet again from 4 to 8 December 2024.
XXXV/24	Co-Chairs of the Open-ended Working Group of the Parties to the Montreal Protocol	Notify the selected Co-Chairs, Miruza Mohamed (Maldives) and Ralph Brieskorn (Netherlands (Kingdom of the)), of the decision.	Letters were sent to the Co-Chairs on 14 December 2023. The forty-sixth meeting of the Open-ended Working Group was held in person from 8 to 12 July and was led by the two Co-Chairs.
XXXV/25	Status of ratification of the Kigali Amendment to the Montreal Protocol	Notify parties that have not yet ratified the Kigali Amendment.	A notification was sent on 8 December 2023 to Parties to the Montreal Protocol that had not yet ratified the Kigali Amendment and regular follow-up with parties has been ongoing since that time.
XXXV/26	Thirty-Sixth Meeting of the Parties to the Montreal Protocol	Notify all the parties of the decision and work on logistics for holding the meeting.	The combined thirteenth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will take place in Bangkok from 28 October to 1 November 2024. Invitations were sent out by the Secretariat on 23 July 2024.
XXXV/27	Financial reports and budgets for the Montreal Protocol on Substances that Deplete the Ozone Layer	The Executive Secretary to: (a) Enter into discussions with any party whose contributions have been outstanding for two or more years with a view to finding a way forward, and to report to the Thirty-Sixth Meeting of the Parties on the outcome of those discussions to enable further consideration by the parties of how to address the matter;	(a) Letter to be sent in September 2024 to the parties whose contributions have been outstanding for two or more years. The outcome of the discussions with those parties is to be presented to the Thirty-Sixth Meeting of the Parties.

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
		(b) Continue to provide regular information on earmarked contributions and to include that information, where relevant, in the budget proposals of the Trust Fund to enhance transparency with regard to the actual income and expenses of the Trust Fund;	(b) The certified financial statements and budget performance for 2023 for the Trust Fund for the Montreal Protocol (UNEP/OzL.Conv.13/5–UNEP/OzL.Pro.36/5) include information on the earmarked contributions.
		(c) Continue to prepare fact sheets for the presentation of future budgets;	(c) Fact sheets for the activities to be implemented in 2025 are presented in document UNEP/OzL.Conv.13/INF/1–UNEP/OzL.Pro.36/INF/1.
		(d) Ensure the full utilization of the programme support resources available to it in 2024 and in later years and, where possible, to offset programme support resources against the administrative components of the approved budget;	(d) Before the end of the year, the programme support resources are expected to be fully utilized.
		(e) Indicate in future financial reports of the Trust Fund the amounts of cash on hand and the status of contributions to the Trust Fund;	(e) The certified financial report for 2023 (UNEP/OzL.Conv.13/5–UNEP/OzL.Pro.36/5) includes information on the amounts of cash on hand as at end of 2023 and the status of contributions to the two trust funds. A further update on the status of contributions and the cash balance as at 30 September 2024 will be provided for the parties' review in the note by the Secretariat on the matter (UNEP/OzL.Conv.13/INF/2–UNEP/OzL.Pro.36/INF/2).
		(f) Prepare budgets and work programmes for the years 2025 and 2026, based on the projected needs, for two budget scenarios: <ul style="list-style-type: none"> <li>(i) A zero-nominal-growth scenario based on the 2024 approved budget;</li> <li>(ii) A scenario based on recommended adjustments to the zero-nominal-growth scenario, indicating the added costs or savings related thereto;</li> </ul>	(f) Document UNEP/OzL.Pro.36/4 presents two budget scenarios for 2025 and 2026 as requested in decision XXXV/27.
		(g) Prepare indicative options for party contributions for the year 2025, for each scenario identified in paragraph 13 of decision XXXV/27 for: <ul style="list-style-type: none"> <li>(i) Contributions assuming the use of 20 per cent of the presented scenario from the cash balance as of 1 January 2024;</li> <li>(ii) Contributions assuming the use of 10 per cent of the presented scenario</li> </ul>	(g) Document UNEP/OzL.Pro.36/4 reflects four funding options as requested in decision XXXV/27.

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		from the cash balance as of 1 January 2024; (iii) Contributions equal to the budgeted expenses for 2025; and (iv) Contributions equal to the level of contributions in 2024 using the remaining amount from the cash balance.	

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