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**Bureau of the twelfth meeting of the Conference
of the Parties to the Vienna Convention
for the Protection of the Ozone Layer
Second meeting**

Items 3–6 of the provisional agenda*
Online, 22 October 2021

**Bureau of the Thirty-Second Meeting of the Parties
to the Montreal Protocol on Substances
that Deplete the Ozone Layer
First meeting**

Items 3–6 of the provisional agenda*
Online, 22 October 2021

**Work to date on the implementation of decisions, review of the
agenda, presentation of a road map for the conduct of the
meetings, and overview of working documents for the twelfth
meeting of the Conference of the Parties to the Vienna
Convention (part II) and Thirty-Third Meeting of the Parties to
the Montreal Protocol**

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 Thirty-Second Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will meet online on Friday, 22 October 2021, at 2 p.m. Nairobi time (UTC + 3).¹ The present note provides information about matters on the provisional agenda of the meeting (UNEP/OzL.Conv.12/Bur.2/1–UNEP/OzL.Pro.32/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 (part I). Section III contains a summary of the action taken by the Secretariat in response to the decisions adopted by the Thirty-Second 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 twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol. Section V covers other matters.

* UNEP/OzL.Conv.12/Bur.2/1–UNEP/OzL.Pro.32/Bur.1/1.

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¹ All times mentioned are East Africa Time (UTC + 3), which is the time zone of Nairobi.

II. Work to date on the implementation of the decisions of the Conference of the Parties to the Vienna Convention at the first part of 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 (part I) and the action required of and taken by the Secretariat in response to those decisions.

III. Work to date on the implementation of the decisions of the Thirty-Second 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-Second Meeting of the Parties and the action required of and taken by the Secretariat in response to those decisions.

IV. Review of the agenda, presentation of a road map for the conduct of the meetings and overview of the working documents prepared for the 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 (agenda item 5)

4. The combined twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol will be held online from 23 to 29 October 2021. In accordance with established practice, the meeting will be divided into two segments: a six-day preparatory segment and a one-day high-level segment. The preparatory segment is scheduled to begin at 2 p.m. Nairobi time (UTC + 3) on Saturday, 23 October, while the high-level segment will begin at 2 p.m. Nairobi time (UTC + 3) on Friday, 29 October.

5. The provisional agenda of the twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol (UNEP/OzL.Conv.12(II)/1–UNEP/OzL.Pro.33/1) was circulated to the parties in August 2021, and the annotated provisional agenda (UNEP/OzL.Conv.12(II)/1/Add.1–UNEP/OzL.Pro.33/1/Add.1) will be issued in October 2021. A note by the Secretariat (UNEP/OzL.Conv.12(II)/2–UNEP/OzL.Pro.33/2) with background information on the issues on the agenda will be posted on the meeting portal² in September 2021 as an advance version. An addendum to that note will be made available in early October as an advance version. Detailed information on issues on the agenda is set out in several documents for the combined meeting that have been made available on the portal and in the reports of the Technology and Economic Assessment Panel, which are available as background documents (see UNEP/OzL.Conv.12(II)/INF/5–UNEP/OzL.Pro.33/INF/8).

6. The agenda of the preparatory segment includes all the issues that are expected to be considered during the high-level segment for decision by the parties, 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 issues related to budgets, the Secretariat has prepared a proposed revision to the approved budget for 2021 and the proposed budget for the triennium 2022–2024 for the Trust Fund for the Vienna Convention (UNEP/OzL.Conv.12(II)/4 and UNEP/OzL.Conv.12(II)/INF/1–UNEP/OzL.Pro.33/INF/1) and a proposed revision to the approved budget for 2021 and the proposed budgets for 2022 and 2023 for the Trust Fund for the Montreal Protocol (UNEP/OzL.Pro.33/4 and UNEP/OzL.Conv.12(II)/INF/1–UNEP/OzL.Pro.33/INF/1). Certified financial statements for the trust funds have also been made available (UNEP/OzL.Conv.12(II)/5–UNEP/OzL.Pro.33/5).

8. The issues on the agenda pertaining to the Vienna Convention include the consideration of the report of the eleventh meeting of the Ozone Research Managers of the Parties to the Vienna Convention,³ including resulting recommendations (UNEP/OzL.Conv.12(II)/7), and the status of the

² <https://ozone.unep.org/meetings/thirty-third-meeting-parties/pre-session-documents>.

³ <https://ozone.unep.org/meetings/11th-meeting-ozone-research-managers-part-ii/post-session-documents>.

General Trust Fund for Financing Activities on Research and Systematic Observations Relevant to the Vienna Convention (UNEP/OzL.Conv.12(II)/8).

9. The issues on the agenda pertaining to the Montreal Protocol include the replenishment of the Multilateral Fund for the Implementation of the Montreal Protocol for the period 2021–2023; unexpected emissions of trichlorofluoromethane (CFC-11); identification of gaps in the global coverage of atmospheric monitoring of controlled substances and options for enhancing such monitoring (decision XXXI/3, para. 8); nominations for methyl bromide critical-use exemptions for 2022 and 2023; Technology and Economic Assessment Panel membership changes; compliance and reporting issues considered by the Implementation Committee; energy-efficient and low-global-warming-potential technologies; consideration of the membership of Montreal Protocol bodies for 2022: 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 twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol, as well as background reports and information, may be found in document UNEP/OzL.Conv.12(II)/INF/5–UNEP/OzL.Pro.33/INF/8. 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 29 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-Second Meeting of the Parties to the Montreal Protocol, who will conduct the meeting until the parties elect the President of the Thirty-Third Meeting of the Parties to the Montreal Protocol. In accordance with rule 21 of the rules of procedure 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-Third Meeting of the Parties to the Montreal Protocol will be elected from among the African States, the Rapporteur from among the Western European and other States and the three Vice-Presidents from among the Asia-Pacific States, the Eastern European States and the Latin American and Caribbean States. The newly elected President of the Thirty-Third Meeting of the Parties to the Montreal Protocol along with the current President of the twelfth meeting of the Conference of the Parties to the Vienna Convention will then guide the parties through the agenda and endeavour to resolve any outstanding issues during the meeting.

V. Other matters (agenda item 6)

13. As at 9 September 2021, the Secretariat had not been notified of any issues that any party wished to raise under this 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 Conference of the Parties to the Vienna Convention at its twelfth meeting (part I), as at September 2021**

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
VC 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.	Due to the coronavirus disease (COVID-19) pandemic, the Secretariat is facilitating the organization of the online combined second part of the twelfth meeting of the Conference of the Parties and Thirty-Third Meeting of the Parties from 23 to 29 October 2021. Invitations from the Secretariat to the online combined meeting were circulated to all the parties in September 2021.
VC 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 is to be presented during the second part of the twelfth meeting of the Conference of the Parties.

Annex II

**Action taken in response to the decisions adopted by the
Thirty-Second Meeting of the Parties to the Montreal Protocol,
as at September 2021**

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXII/1	Interim budget for the Multilateral Fund for the Implementation of the Montreal Protocol for the triennium 2021–2023	Notify the treasurer of the Multilateral Fund and Chief Officer of the Secretariat of the Fund of the decision, for action as required. Plan for an online meeting of the Open-ended Working Group to provide guidance to the Technology and Economic Assessment Panel replenishment task force on further work required for the assessment of the funding requirement for the replenishment of the Multilateral Fund for the period 2021–2023.	The Open-Ended Working Group, which met in May 2021, agreed on guidance to the replenishment task force of the Technology and Economic Assessment Panel on further work on volume 3 of the report by the Panel issued in May 2020, containing an assessment of the funding requirement for the replenishment of the Multilateral Fund for the period 2021–2023 (the replenishment report). Parties at the Thirty-Third meeting of the Parties in October 2021 are expected to discuss further the 2021–2023 replenishment of the Multilateral Fund.
XXXII/2	Extraordinary meeting of the parties in 2021	Plan, including deciding on appropriate dates, for an extraordinary meeting of the parties in 2021, in consultation with the parties and the President of the Thirty-Second Meeting of the Parties to the Montreal Protocol.	The fourth Extraordinary Meeting of the Parties took place online on 21 May 2021. The Meeting adopted decision Ex.IV/1 on the 2021 contributions to the Multilateral Fund for the Implementation of the Montreal Protocol as part of the replenishment of the Fund for the triennium 2021–2023.
XXXII/3	Critical-use exemptions for methyl bromide for 2021 and 2022	Notify parties with approved methyl bromide critical-use exemptions of the decision.	Letters were sent to Argentina, Australia, Canada and South Africa in December 2020.
XXXII/4	Data and information provided by the parties in accordance with Article 7 of the Montreal Protocol	Notify the parties of the decision.	Parties were notified in December 2020.
XXXII/5	Reporting of information on the use of controlled substances as process agents	Secretariat to review the annual reports submitted by parties that are allowed to use controlled substances as process agents and bring to the attention of the Implementation Committee any deviations referred in paragraph 2 of the decision.	The Implementation Committee considered the issue at its sixty-sixth meeting in July 2021 and will consider the issue further at its sixty-seventh meeting in October 2021.

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXII/6	Democratic People's Republic of Korea	Notify the party of the decision and report to the Implementation Committee at its sixty-sixth meeting, in 2021.	Notification sent to the party in December 2020. The Implementation Committee considered the issue at its sixty-sixth meeting, in July 2021, and noted with appreciation the party's submission of its outstanding hydrofluorocarbon data for 2019, data which confirms that the party was in compliance. The committee further noted with appreciation the party's data for 2020, which confirmed that the party was adhering to its hydrochlorofluorocarbon reduction commitments as set out in decision XXXII/6.
XXXII/7	Membership changes on the Technology and Economic Assessment Panel	Notify the incoming members of the Technology and Economic Assessment Panel of the decision and update the Secretariat's website to reflect changes in the membership of the panels.	Notifications were sent to new Panel members in January 2021 and the relevant pages of the Secretariat website were updated accordingly.
XXXII/8	Membership of the Implementation Committee	Notify the new members of the Implementation Committee (Bhutan, Chile, the European Union, North Macedonia and Senegal) of the decision.	Notifications were sent to the new members of the Committee in December 2020 and the Secretariat's website was updated accordingly. The Committee met in July and will meet again in October 2021.
XXXII/9	Membership of the Executive Committee of the Multilateral Fund	Update the Secretariat's website to list the members selected to serve on the Executive Committee (Armenia, Australia, Bahrain, Belgium, China, Czechia, Djibouti, Japan, Paraguay, Suriname, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America and Zimbabwe).	The Secretariat's website was updated in December 2020. The Executive Committee has continued to hold some online meetings since November 2020.
XXXII/10	Co-chairs of the Open-ended Working Group of the Parties to the Montreal Protocol	Notify the selected Co-Chairs Mr. Martin Sirois (Canada) and Ms. Vizmindia Osorio (Philippines) of the decision.	Letters were sent to the Co-Chairs in March 2021. The forty-third meeting of the Open-ended Working Group was convened online in May and July 2021 and led by the two Co-Chairs, with a session on the report on the replenishment of the Multilateral Fund and technical sessions on energy efficiency and unexpected emissions of CFC-11.
XXXII/11	Thirty-Third Meeting of the Parties to the Montreal Protocol	Notify all the parties of the decision and work on logistics for holding an online meeting considering the ongoing COVID-19 pandemic.	The Secretariat is facilitating the organization of the online combined twelfth meeting of the Conference of the Parties (part II) to the Vienna Convention and Thirty-Third Meeting of the Parties to the Montreal Protocol from 23 to 29 October 2021. Invitations to the online combined meeting were circulated by the Secretariat to all parties in September 2021.

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXII/12	Financial reports and budgets for the Montreal Protocol	<p>Notify all the parties of the decision and enter into discussions with any party whose contributions are outstanding for two or more years with a view to finding a way forward, and report on the outcome of those discussions to the Thirty-Third Meeting of the Parties to the Montreal Protocol.</p> <p>Report on cash balance and status of contributions to the Trust Fund in financial reports.</p> <p>Prepare budgets and work programmes for the triennium 2022–2024.</p>	<p>A letter was sent to the parties in September 2021.</p> <p>The outcome of the discussions with parties with outstanding contributions of two or more years is to be presented to the Thirty-Third Meeting of the Parties.</p> <p>The Secretariat has provided in documents UNEP/OzL.Pro.33/4 and UNEP/OzL.Conv.12(II)/INF/1–UNEP/OzL.Pro.33/INF/1 the proposed revision to the approved budget for 2021 and the proposed budget for 2022 and 2023 of the Trust Fund for the Montreal Protocol. Certified financial statements for the trust funds have also been made available (UNEP/OzL.Conv.12(II)/5–UNEP/OzL.Pro.33/5).</p> <p>Invoices for contributions for 2021 were issued to the parties in December 2020 and reminders, where applicable, were sent in May 2021.</p> <p>Certified financial statements for the Trust Fund, including cash balance information and budget performance, have been made available in document UNEP/OzL.Conv.12(II)/5–UNEP/OzL.Pro.33/5.</p> <p>The Secretariat has provided in documents UNEP/OzL.Conv.12(II)/4 and UNEP/OzL.Conv.12(II)/INF/1–UNEP/OzL.Pro.33/INF/1 the proposed revision to the approved budget for 2021 and the proposed budget for the triennium 2022–2024 of the Trust Fund.</p>