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**United Nations  
Environment  
Programme**

**Bureau of the eleventh meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer  
Ad hoc meeting**

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

Online, 17 September 2020

**Report of the ad hoc joint meeting of the Bureau of the eleventh meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and the Bureau of the Thirty-First Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer**

**I. Opening of the meeting**

1. The ad hoc joint meeting of the Bureau of the eleventh meeting of the Conference of the Parties to the Vienna Convention and the Bureau of the Thirty-First Meeting of the Parties to the Montreal Protocol was held online on 17 September 2020. The purpose of the meeting was to discuss the planning and conduct of meetings related to the Vienna Convention and the Montreal Protocol in 2020 and 2021, taking into consideration the global situation in response to the COVID-19 pandemic.
2. The meeting was attended by the following members of the Bureau of the eleventh meeting of the Conference of the Parties to the Vienna Convention: Marc D'Iorio (Canada), Mr. Ezzat Lewis H. Agaiby (Egypt), Ms. Habibun Nahar (Bangladesh), Ms. Liana Ghahramanyan (Armenia), and Ms. Gilda Torres Ferreira (Paraguay).
3. The following members of the Bureau of the Thirty-First Meeting of the Parties to the Montreal Protocol also attended: Mr. Alvin Da Breo (Grenada), Mr. Ezzat Lewis Agaiby (Egypt), Ms. Norlin Jaafar (Malaysia), Mr. Patrick McInerney (Australia), Ms. Ramona Koska (Hungary).
4. The full list of participants is set out in annex 1 to the present report.
5. The meeting was opened at 3.00 p.m. (Nairobi time) by the President of the Bureau of the eleventh meeting of the Conference of the Parties, Mr. Marc D'Iorio (Canada), and the president of the Bureau of the Thirty-First Meeting of the Parties, Mr. Alvin Da Breo (Grenada).

**II. Adoption of the agenda**

6. The provisional agenda for the meeting, set out in document UNEP/OzL.Conv.11/Bur.1/1-UNEP/OzL.Pro.31/Bur.1/1, was adopted as follows:
  1. Opening of the meeting.
  2. Adoption of the agenda.

3. Discussion on the planning and conduct of meetings related to the Vienna Convention and the Montreal Protocol in 2020 and 2021.
4. Other matters.
5. Closure of the meeting.

### **III. Discussion on the planning and conduct of meetings related to the Vienna Convention and the Montreal Protocol in 2020 and 2021**

7. The Executive Secretary, Ms. Tina Birmpili, introduced the contingency plan for meetings by explaining that in consultation with the co-chairs of the Open-ended Working Group, some parties and regional groups, the Secretariat had updated the contingency plan for 2020-2021 meetings. Building on a positive experience from the online technical meeting in July towards the ambition of holding an online combined twelfth meeting of the Conference of the Parties to the Vienna Convention, part I, and the Thirty-Second Meeting of Parties to the Montreal Protocol (COP12(I)/MOP32), she stressed that internet connectivity will be even more crucial as the parties may adopt decisions. The Secretariat would be assisting parties by ensuring as much as possible adequate connectivity, consideration of various time zones and provision of interpretation. She added that the contingency plan was being shared with the members of the Bureaux to refine certain elements, make any suggestions or amendments before it was shared with all parties. The presentation focused primarily on the timeline of events, followed by a description of the work during the November COP12(I)/MOP32 and the preparatory work before it.

8. Some elements of the cycle of meetings for 2020 and 2021 were as follows:

(a) The combined twelfth meeting of the Conference of Parties to the Vienna Convention and the Thirty-Second Meeting of Parties to the Montreal Protocol (COP12/MOP32) cannot be held face-to-face due to the continuing COVID-19 situation. Accordingly, the Secretariat suggested a joint online Conference of the Parties and Meeting of the Parties in November 2020 on the same dates that were scheduled initially with a reduced agenda.

(b) Depending on the evolution of the COVID-19 situation, a face-to-face meeting in March 2021 is planned to address the second session of the discussions on the replenishment of the Multilateral Fund as a continuation of the forty-second meeting of the Open-ended Working Group (OEWG42) that took place last July. The purpose of that meeting would be for parties to discuss and agree on the content of consider the supplementary report which will be prepared by the Technology and Economic Assessment Panel (TEAP) on the replenishment of the Fund. The meeting would be held possibly for two days or two days and a half, back to back with the meeting of the Executive Committee of the Multilateral Fund.

(c) The forty-third meeting of the Open-ended Working Group (OEWG43) is scheduled to take place in Bangkok, face-to-face in July 2021. All the agenda items that were deferred from OEWG42 and any additional issue that the Parties may wish to discuss will be included in the agenda of OEWG43. During the online COP12(I)/MOP32 in November, in case the parties decide to hold an extraordinary meeting of the parties to discuss Multilateral Fund replenishment related issues, that meeting could be combined with OEWG43.

(d) The Ozone Research Managers (ORM) meeting usually takes place in the year of the Conference of the Parties to the Vienna Convention but this year's meeting was postponed to 2021. Hence, ORM11, originally planned to be held in April 2020, will take place face-to-face in April 2021 at the World Meteorological Organization in Geneva. The two co-chairs of the ORM have also decided to organize an online meeting on 7 and 8 October this year to consider only one agenda item, the gaps on atmospheric monitoring, as a lot of work has already been done on this issue. An invitation has been sent to the nominated experts.

(e) The combined twelfth meeting of the Conference of Parties to the Vienna Convention, part II, and the Thirty-Third Meeting of Parties to the Montreal Protocol (COP12(II)/MOP33) will take place in 2021. The agenda of the meeting will include the issues that will not be discussed in 2020 and deferred to 2021, and any new issues that may arise in the interim. COP12(II) will include the recommendations of ORM11, matters related to the Vienna Convention trust fund and the budget of the Vienna Convention for the triennium 2022-2024.

8. Regarding the work during COP12/MOP32 in November, it will be conducted online. The preparatory segment will take place from 23-26 November and the high-level segment will be held on 27 November, only for one day. In response to one of the Bureau member's question, the Executive Secretary indicated that no high-level statements by government representatives will be made due to

the limited time for discussions and potential adoption of decisions. Nevertheless, parties will be able to upload their high-level statements in the meeting portal. She suggested that the online meeting take place once a day from 2.00 to 4.00 Nairobi (East African time) each day, with the possibility of extending the meeting by one hour including interpretation, bearing in mind the very different time zones. There are five issues included in the agenda for the November meetings and for which parties are expected to take decisions:

- unspent funds under the Multilateral Fund from the current fiscal period to the next fiscal period;
- nominations for critical-use exemptions for methyl bromide;
- Vienna Convention and Montreal Protocol trust funds;
- membership of the Montreal Protocol bodies including the TEAP;
- compliance and data reporting issues that the implementation committee will have considered by that time.

9. The agenda on “Other matters” is also included in this agenda in case parties would like to suggest any additional issues, including the possibility for holding an extraordinary meeting. The high-level segment will include brief statements from the two Presidents of the meeting, an overview of the assessment panels’ work and the adoption of before the meeting is closed.

10. The Bureau sought clarification from the Secretariat on the requirement for submission of credentials by parties to participate in the meetings of the parties in November. The representative of the Secretariat referred to Rule 16 of the Rules of Procedures for Meetings of the Parties by which credentials of party representatives at the meetings are required in order for them to participate in the decision-making process. He further made reference to Rule 18 which provides for credentials to be submitted to the Executive Secretary of the meeting, if possible, not later than 24 hours after the opening of the meeting. The credentials will subsequently be examined by the officers of the meeting and submit their report to the meeting of the parties. In response to another Bureau member’s question on the method for presentation of original credentials to the Secretariat in view of online meeting where there is likely not to be a possibility for presentation of original credentials, the Executive Secretary indicated that scanned copies may be accepted pending submission of original copies to the Secretariat in due course but the Secretariat will be advising parties on this matter through the invitation letter to the meetings. A similar advice will be included in the note by the Secretariat to the parties.

11. The Secretariat also briefed the Bureau members about the elections of new officers for COP12/COP32 who will replace the current Bureau members, consistent with Rule 21 of the Rules of procedure. The Secretariat is preparing a note which will specify the regions that will be nominating officers to fill the positions of President, Vice-Presidents and Rapporteur for the two meetings. Under paragraph 2 of Rule 21 of the Rules of Procedure, incumbent officers of the meeting stay in office until a new set of officers is elected at the next meeting of the parties.

12. The Executive Secretary emphasised the importance of online preparatory work ahead of the meetings in November as was the case in July for the online forum on TEAP replenishment report to enable parties to consider possible draft decisions such as those on budgets for the Vienna Convention and Montreal Protocol trust funds. Accordingly, after the contingency plan and the invitation letter for the meetings in November have been shared with all the parties, the Secretariat will suggest the establishment of an online forum to discuss at least two issues on the meeting agenda: the nominations for critical-use exemptions for methyl bromide and the budgets for the Vienna Convention and the Montreal Protocol trust funds. On the critical use nominations, the co-chairs may reach out to the interested parties and ask them to put forward a draft text that could be uploaded on the online forum for a possible decision. The Secretariat will receive, respond and share any comments or suggestions. For the budgets, the co-chairs of the Open-ended Working group have been considering the possibility of inviting interested parties to have informal consultations before the online meeting starts, which can either be by the parties alone or the parties and the Secretariat. The plan is to reach a consensus on the budget before the meeting starts and the budget committee is formed.

13. Regarding the appointments to the Montreal Protocol bodies, the regions will have to decide whether they would like to replace their membership in various bodies especially the Implementation Committee and the Executive Committee. The Secretariat will be contacting the regional groups and assist in conducting online regional consultations in order to ensure that the nominations are submitted to the Secretariat before the meeting starts.

14. The Bureau members acknowledged and appreciated the work carried out by the Secretariat in updating the contingency plan for 2020-2021 and supported the proposals put forward. It was

recognized that this difficult and extraordinary COVID-19 situation requires a degree of flexibility in the meeting arrangements. The Bureau members also agreed that the online meetings in November will be the most feasible ones due to the fact that most countries have imposed ban on international travel and therefore the organization of events requiring in person participation is currently not possible. Although online meetings have their own limitations, the bureau members recognized that the previous online Open-ended Working Group meeting that was held in July proved that the parties were able to discuss, convey important messages and raise concerns while online and with positive outcome.

15. The Bureaux endorsed the Secretariat's contingency plan on the work of the COP12(I)/MOP32 and other meetings in 2020 and 2021. It was agreed that the Secretariat will proceed with informing all the parties to the Vienna Convention and the Montreal Protocol regarding the updated contingency plan. From 5 to 10 October, the Secretariat will open the online forum.

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

16. No other matters were discussed.

#### **V. Closure of the meeting**

17. The President declared the meeting closed at 4 p.m. the same day.

## Annex 1: List of participants

### Bureau of the eleventh meeting of the Conference of the Parties to the Vienna Convention

President	Mr. Marc D'Iorio ( <b>Canada</b> ) (Western European and other States) – Email: marc.diorio@canada.ca
Vice-Presidents	Mr. Ezzat Lewis H. Agaiby ( <b>Egypt</b> ) (African States) Email: eztlws@yahoo.com , eztlws@gmail.com  Ms. Habibun Nahar ( <b>Bangladesh</b> ) (Asia-Pacific States) Email: deputyminister@moef.gov.bd, sanzida292011@gmail.com  Ms. Liana Ghahramanyan ( <b>Armenia</b> ) (Eastern European States) Email: lia.ghahramanyan@gmail.com
Rapporteur	Ms. Gilda Torres Ferreira ( <b>Paraguay</b> ) (Latin American and Caribbean States) Email: gildatorres.py69@gmail.com

### Bureau of the Thirty-First Meeting of the Parties to the Montreal Protocol

Title	Name/Email
President	Mr. Alvin Da Breo ( <b>Grenada</b> ) (Latin American and Caribbean States) Email: alvin.dabreo@gmail.com
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