



**United Nations
Environment
Programme**

Distr.: General
28 September 2020

Original: English
Arabic, English and Spanish only

**Bureau of the eleventh meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer
First meeting**
Items 3–6 of the provisional agenda*

**Bureau of the Thirty-First 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, 21 November 2020

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

Note by the Secretariat

I. Introduction

1. The bureaux of the eleventh meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and the Thirty-First Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will meet online on Saturday, 21 November 2020, at 3 p.m. (Nairobi time (UTC+3)). The present note provides information about matters on the provisional agenda for the meeting (UNEP/OzL.Conv.11/Bur.1/1–UNEP/OzL.Pro.31/Bur.1/1). Section II summarizes the actions taken on the decisions adopted by the Conference of the Parties to the Vienna Convention at its eleventh meeting. Section III contains a summary of the actions taken by the Secretariat on the decisions of the Thirty-First Meeting of the Parties to the Montreal Protocol. Section IV provides information relating to the review of the agenda, presentation of 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 and the Thirty-Second 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 eleventh meeting and related matters (agenda item 3)

2. The table set out in annex I to the present note provides a broad overview of the decisions adopted by the Conference of the Parties at its eleventh meeting and the actions required of and taken by the Secretariat in response thereto.

* UNEP/OzL.Conv.11/Bur.1/1–UNEP/OzL.Pro.31/Bur.1/1.

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

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

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 first part of the twelfth meeting of the Conference of the Parties to the Vienna Convention and for the Thirty-Second 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 I) and the Thirty-Second Meeting of the Parties to the Montreal Protocol will be held online from 23 to 27 November 2020. In accordance with established practice, the meeting will be divided into two segments: a four-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 Monday, 23 November 2020, while the high-level segment will begin at 2 p.m. (Nairobi time (UTC+3)) on Friday, 27 November 2020.

5. The provisional agenda for the twelfth meeting of the Conference of the Parties to the Vienna Convention (part I) and the Thirty-Second Meeting of the Parties to the Montreal Protocol (UNEP/OzL.Conv.12(I)/1–UNEP/OzL.Pro.32/1) was circulated to the parties in September 2020, and the annotations to the provisional agenda (UNEP/OzL.Conv.12(I)/1/Add.1–UNEP/OzL.Pro.32/1/Add.1) will be issued in October 2020. A note by the Secretariat (UNEP/OzL.Conv.12(I)/2–UNEP/OzL.Pro.32/2) with background information on the issues on the agenda will be posted on the meeting portal in early October 2020. An addendum to that note will be made available later in October. Detailed information on issues on the agenda is set out in a number of documents and in the reports of the Technology and Economic Assessment Panel which are available as background documents (see UNEP/OzL.Conv.12(I)/INF/3–UNEP/OzL.Pro.32/INF/8).

6. The agenda for the preparatory segment includes all the issues that are expected to be taken up during the high-level segment for a 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 the budget, the Secretariat has prepared a proposed revision to the approved budget for 2020 and proposed budget for 2021 in the case of the Vienna Convention Trust Fund (UNEP/OzL.Conv.12(I)/4) and a proposed revision to the approved budget for 2020 and proposed budgets for 2021 and 2022 in the case of the Montreal Protocol Trust Fund (UNEP/OzL.Pro.32/4 and UNEP/OzL.Conv.12(I)/INF/1–UNEP/OzL.Pro.32/INF/1). Certified financial statements for the Trust Funds have also been made available (UNEP/OzL.Conv.12(I)/5–UNEP/OzL.Pro.32/5).

8. Separate issues on the agenda pertaining to the Montreal Protocol include consideration of the replenishment of the Multilateral Fund for the Implementation of the Montreal Protocol; nominations for methyl bromide critical-use exemptions for 2021 and 2022; membership of Montreal Protocol bodies for 2021; membership of the assessment panels; and compliance and reporting issues in relation to the work of the Implementation Committee. The Committee will meet online for three days, from 16 to 18 November 2020, and its report is likely to include recommended decisions on compliance-related matters.

9. A list of the working and information documents that will be available for the Thirty-Second Meeting of the Parties to the Montreal Protocol, together with background information, may be found in document UNEP/OzL.Conv.12/INF/3–UNEP/OzL.Pro.32/INF/8. The documents are available on the meeting portal.¹

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

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

11. The opening of the high-level segment on 27 November will be co-chaired by the President of the eleventh meeting of the Conference of the Parties to the Vienna Convention and the President of the Thirty-First Meeting of the Parties to the Montreal Protocol, who will conduct the meeting until the parties elect the presidents of the twelfth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Second 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 new president of the twelfth meeting of the Conference of the Parties to the Vienna Convention will be elected from among the African States, the rapporteur from among the group of Western European and other States and the three vice-presidents from among the Asia-Pacific States, Eastern European States and Latin American and Caribbean States.

12. The new president of the Thirty-Second Meeting of the Parties to the Montreal Protocol will be elected from among the Western European and other States, the rapporteur from among the Latin American and Caribbean States and the three vice-presidents from among the groups of African States, Asia-Pacific States and Eastern European States. The newly elected presidents will then guide the parties through the agenda and endeavour to resolve any outstanding issues until the parties adopt draft decisions.

V. Other matters (agenda item 6)

13. At the time of writing, the Secretariat had not been notified of any issues that any party wished to raise under this agenda item. Bureaux members may wish to raise other matters during the meeting.

Annex I

Actions taken on the decisions adopted by the eleventh meeting of the Conference of the Parties to the Vienna Convention as of September 2020

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
Decision XI/1	Recommendations of the tenth meeting of the Ozone Research Managers of the Parties to the Vienna Convention	Transmit the decision to the parties	<p>The decision was brought to the attention of the parties and its implementation should have been reviewed at the eleventh meeting of the Ozone Research Managers organized jointly by the Secretariat and the World Meteorological Organization (WMO) in April 2020. However, the meeting was postponed until April 2021 due to the coronavirus disease (COVID-19) pandemic. In consultation with the co-chairs of the tenth meeting of Ozone Research Managers, it has been decided that the eleventh meeting of the Ozone Research Managers (part I) will be held online on 7 and 8 October 2020 to discuss only the issue of international monitoring programmes, in particular the gaps in the global coverage of atmospheric monitoring of substances controlled under the Montreal Protocol. The co-chairs decided to hold the meeting on this subject in 2020 because a relevant paper had already been prepared in April 2020 in anticipation of the discussion at the planned eleventh meeting of the Ozone Research Managers. The co-chairs of the tenth meeting of the Ozone Research Managers were keen to make progress before discussion of the matter in 2021</p> <p>The eleventh meeting of the Ozone Research Managers (part II) will be held in Geneva from 14 to 16 April 2021 to consider all the remaining issues on the agenda of the meeting and take stock of the discussion on the gaps in the monitoring of controlled substances during the eleventh meeting of the Ozone Research Managers (part I). The recommendations will be considered by the Conference of the Parties to the Vienna Convention at its twelfth meeting (part II) in 2021</p>
Decision XI/2	General Trust Fund for Financing Activities on Research and Systematic Observations Relevant to the Vienna Convention	<p>Transmit the decision to the parties and WMO</p> <p>Participate in the Advisory Committee of the Trust Fund</p>	<p>The status of the Trust Fund and its activities was discussed by the Advisory Committee of the Trust Fund at its meeting in 2019 and was to have been discussed again at the meeting of the Ozone Research Managers in April 2020, which will now not be convened until 2021 due to the pandemic</p> <p>The Executive Director of UNEP extended the Trust Fund until 31 December 2026</p>
Decision XI/3	Financial reports and budgets for the Vienna Convention for the Protection of the Ozone Layer	<p>Prepare results-based budget and work programmes</p> <p>Notify all the parties and follow up with non-paying countries to make their contribution to the Trust Fund and report on the outcome to the Conference of Parties to the Vienna Convention at its twelfth meeting</p>	<p>The Secretariat has provided financial analysis and contributions scenarios in document UNEP/OzL.Conv.12(I)/4 for the proposed revision to the approved budget for 2020 and proposed budget for 2021 of the Trust Fund for the Vienna Convention</p> <p>Letters sent to the parties in October 2018, August 2019 and September 2020 and outcome of follow-up with parties with outstanding contributions of two or more years to be presented to the Conference of the Parties at its twelfth meeting</p>

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
Decision XI/4	Twelfth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer	Notify all parties and plan for hosting the combined twelfth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Second Meeting of the Parties to the Montreal Protocol	Due to the COVID-19 pandemic, the Secretariat is organizing the online combined meeting of the twelfth meeting of the Conference of the Parties (part I) and the Thirty-Second Meeting of the Parties from 23 to 27 November 2020. Invitations from the Secretariat to the combined meeting were circulated to all the parties in September 2020

Annex II

Actions taken on the decisions adopted by the Thirty-First Meeting of the Parties to the Montreal Protocol, as of September 2020

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXI/1	Terms of reference for the study on the 2021–2023 replenishment of the Multilateral Fund for the Implementation of the Montreal Protocol	Request the Technology and Economic Assessment Panel to prepare a report on the appropriate level of the 2021–2023 replenishment of the Multilateral Fund	Notification to prepare the report sent to the Panel in December 2019. The report of its task force was presented to and discussed by the Open-ended Working Group at the online meeting of its forty-second meeting in July 2020. The updated report is to be considered by the Open-ended Working Group at its forty-second meeting (part II) on replenishment of the Multilateral Fund in March 2021. A decision on the replenishment of the Multilateral Fund is expected to be taken by the Thirty-Third Meeting of the Parties in November 2021
XXXI/2	Potential areas of focus for the 2022 quadrennial reports of the Scientific Assessment Panel, the Environmental Effects Assessment Panel and the Technology and Economic Assessment Panel	Notify the assessment panels	Notifications sent to the assessment panels in December 2019
XXXI/3	Unexpected emissions of CFC-11 and institutional processes to be enhanced to strengthen the effective implementation and enforcement of the Montreal Protocol	Notify the parties, the Technology and Economic Assessment Panel and the Scientific Assessment Panel of relevant parts of the decision	Notification sent to the parties and the Technology and Economic Assessment Panel in December 2019 The issue will be discussed by the Thirty-Third Meeting of the Parties in 2021
XXXI/4	Critical-use exemptions for methyl bromide for 2020 and 2021	Secretariat to notify parties with approved methyl bromide critical-use exemptions	Letters sent to Argentina, Australia, Canada and South Africa in December 2019
XXXI/5	Laboratory and analytical uses	Notify the parties and the Technology and Economic Assessment Panel	Notification sent to the parties and the Technology and Economic Assessment Panel in December 2019 The annual data report by the Secretariat under Article 7 of the Montreal Protocol to the Thirty-Second Meeting of the Parties will include information on production and consumption trends of ozone-depleting substances for laboratory and analytical uses
		Include information on production and consumption trends of ozone-depleting substances for laboratory and analytical uses in the annual report on Article 7 data submitted to the parties	Information included in the data report in October 2020
XXXI/6	Process agents	Notify the parties and the Technology and Economic Assessment Panel	Notification sent to the parties and the Technology and Economic Assessment Panel in December 2019

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXI/7	Continued provision of information on energy-efficient and low-global-warming-potential technologies	Notify the Technology and Economic Assessment Panel	Notification sent to the Technology and Economic Assessment Panel in December 2019 The report by the Panel on this decision will be presented to the Thirty-Third Meeting of the Parties in 2021. Owing to the COVID-19 pandemic, it was not possible to present it to the Thirty-Second Meeting of the Parties as had been requested
XXXI/8	Terms of reference of the Technology and Economic Assessment Panel and its technical options committees and temporary subsidiary bodies – procedures relevant to nominations	Notify the parties and the Technology and Economic Assessment Panel Secretariat to make the nomination form available on its website	Notification sent to the parties and the Technology and Economic Assessment Panel in December 2019 The nomination form is available on the Secretariat's website at https://ozone.unep.org/meetings/41st-meeting-open-ended-working-group-parties-montreal-protocol/contact-groups/informal-group-teap-tor
XXXI/9	Data and information provided by the parties in accordance with Article 7 of the Montreal Protocol	Notify the parties about the decision	Parties notified in December 2019
XXXI/10	Establishment of licensing systems under Article 4B, paragraph 2 bis of the Montreal Protocol	Notify all the parties to the Kigali Amendment to the Protocol that have not yet established licensing systems under Article 4B of the Protocol	Notification sent to the parties concerned in December 2019 The Implementation Committee reviewed the status of implementation of licensing systems at its sixty-fourth meeting in July 2020 and made recommendations for the establishment of the systems to the parties concerned
XXXI/11	Status of ratification of the Kigali Amendment to the Montreal Protocol	Notify non-parties to the Kigali Amendment	Notification sent in December 2019 and regular follow-up with parties has been ongoing since that time
XXXI/12	Membership changes on the Environmental Effects Assessment Panel and the Technology and Economic Assessment Panel	Notify incoming members of the Environmental Effects Assessment Panel and Technology and Economic Assessment Panel and update the Secretariat's website to reflect changes in the membership of the panels	Notification sent to new Panel members in December 2019 and Secretariat website updated in December 2019
XXXI/13	Membership of the Implementation Committee	Notify new members of the Implementation Committee (Australia, China, Nicaragua, Poland and Uganda)	Notifications sent in December 2019 and Secretariat website updated in December 2019. The Committee met in July and will meet again in November 2020
XXXI/14	Membership of the Executive Committee of the Multilateral Fund	Notify the Multilateral Fund Secretariat about the members selected to serve on the Executive Committee (Australia, Bahrain, Bangladesh, Belgium, Chile, Czechia, Djibouti, India, Japan, Rwanda, Suriname, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the United States of America)	Notification sent to the Fund Secretariat in December 2019. The Executive Committee has held some online meetings since

<i>Decision number</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXI/15	Co-Chairs of the Open-ended Working Group of the Parties to the Montreal Protocol	Notify selected Co-Chairs from Belgium (Alain Wilmart) and South Africa (Obed Baloyi)	Letters sent to the Co-Chairs in December 2019. The online meeting, comprising three technical sessions on the replenishment of the Multilateral Fund, of the forty-second meeting of the Open-ended Working Group, was convened in July 2020 and led by the two co-chairs
XXXI/16	Thirty-Second Meeting of the Parties to the Montreal Protocol	Notify all the parties and plan with Uzbekistan for hosting the meeting in Tashkent	Because of the COVID-19 pandemic, in July 2020 Uzbekistan withdrew its offer to host the meeting. Instead, the Secretariat is organizing the online combined twelfth meeting of the Conference of the Parties (part I) and Thirty-Second Meeting of the Parties from 23 to 27 November 2020. Invitations to the online combined meeting were circulated by the Secretariat to all parties in September 2020
XXXI/17	Financial reports and budgets for the Montreal Protocol	To prepare results-based budgets and work programmes	The Secretariat has provided financial analysis and contributions scenarios in documents UNEP/OzL.Pro.32/4 and UNEP/OzL.Conv.12(I)/INF/1–UNEP/OzL.Pro.32/INF/1 for the proposed revision to the approved budget for 2020 and proposed budget for 2021 and 2022 of the Trust Fund for the Montreal Protocol
		Notify all the parties and follow up with non-paying countries to make their contribution to the Trust Fund, and report on the outcome to the Thirty-Second Meeting of the Parties to the Montreal Protocol	Letter sent to the parties in September 2020 and outcome of the follow-up to parties with outstanding contributions of more than two years to be presented to the Thirty-Second Meeting of the Parties