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**United Nations
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**Bureau of the eleventh meeting of the
Conference of the Parties to the Vienna Convention
for the Protection of the Ozone Layer
First meeting**
Online, 21 November 2020

**Bureau of the Thirty-First Meeting of the
Parties to the Montreal Protocol on
Substances that Deplete the Ozone Layer
First meeting**
Online, 21 November 2020

Report of the combined first 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 first meeting of 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 combined first 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 first meeting of the Bureau of the Thirty-First Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer were held online on Saturday, 21 November 2020.
2. The present report reflects the deliberations under the items included on the single agenda used for the combined meetings; any references to the current meeting should be understood to denote the combined meetings of the two bodies.
3. The meeting was opened at 3 p.m. (Nairobi time (UTC+3)) by Ms. Nicole Folliet (Canada), President of the Bureau of the eleventh meeting of the Conference of the Parties to the Vienna Convention.
4. 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:
 - President: Ms. Nicole Folliet, Canada (Western European and other States)
 - Vice-President: Mr. Ezzat Lewis Agaiby, Egypt (African States)
 - Rapporteur: Ms. Gilda Maria Torres, Paraguay (Latin American and Caribbean States)

Mr. Marc d'Iorio (Canada), who was elected President by the Conference of the Parties to the Vienna Convention at its eleventh meeting, was unable to complete his term of office and was replaced by his compatriot, Ms. Nicole Folliet. Mr. Ulises Lovera (Paraguay), who was elected Rapporteur at the eleventh meeting, was also unable to complete his term of office and was replaced by his compatriot, Ms. Gilda Maria Torres. The Bureau representatives from Armenia and Bangladesh were unable to attend.

5. The meeting was attended by the following members of the Bureau of the Thirty-First Meeting of the Parties to the Montreal Protocol:

President:	Mr. Alvin Da Breo, Grenada (Latin American and Caribbean States)
Vice-Presidents:	Mr. Patrick McInerney, Australia (Western European and other States)
	Mr. Ezzat Lewis Agaiby, Egypt (African States)
	Ms. Norlin Jaafar, Malaysia (Asia-Pacific States)
Rapporteur:	Ms. Ramóna Koska, Hungary (Eastern European States)

Ms. Mashitah Darus (Malaysia) requested and was granted permission to attend the meeting together with her compatriot, Ms. Jaafar.

6. The list of participants is set out in the annex to the present report.

7. In her opening remarks, Ms. Megumi Seki, acting Executive Secretary of the Ozone Secretariat, welcomed participants to the meeting, which, like previous Ozone meetings during 2020, was being held online due to the challenges presented by the coronavirus disease (COVID-19) pandemic. A considerable amount of preparatory work had been undertaken for the online meetings in order to ensure that they were conducted smoothly and efficiently. The parties had cooperated effectively in that regard, including by meeting in regional groups and other constituencies to consult and coordinate on various issues. The two bureaux had met twice previously in 2020 in ad hoc meetings, and the presidents and members of the bureaux had given the Secretariat considerable support in developing contingency plans, leading regional consultations and communicating on issues of relevance to the upcoming twelfth meeting of the Conference of the Parties to the Vienna Convention and Thirty-Second Meeting of the Parties to the Montreal Protocol. New bureaux would be elected at the meetings and, in December 2020, the Secretariat would work with those bureaux to assess the pandemic situation in updating the contingency plans for the 2021 meetings. It was to be hoped that efforts to combat COVID-19, including vaccine development, would enable the resumption of face-to-face meetings during the coming year.

II. Adoption of the agenda

8. The provisional agenda for the meetings, 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. 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.
4. Work to date on the implementation of the decisions of the Thirty-First Meeting of the Parties to the Montreal Protocol.
5. 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 Convention¹ and for the Thirty-Second Meeting of the Parties to the Montreal Protocol.
6. Other matters.
7. Adoption of the report of the meeting.
8. Closure of the meeting.

¹ During the first part of its twelfth meeting, the Conference of the Parties will consider only one agenda item, namely, the financial report and budget of the Trust Fund for the Vienna Convention, under item 3 of the provisional agenda (UNEP/OzL.Conv.12(I)/1–UNEP/OzL.Pro.32/1).

III. 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

9. Introducing the item, the representative of the Secretariat drew attention to section II and annex I of the note by the Secretariat on the 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 (UNEP/OzL.Conv.11/Bur.1/2–UNEP/OzL.Pro.31/Bur.1/2). He provided an overview of the decisions adopted by the Conference of the Parties at its eleventh meeting. As a consequence of the COVID-19 pandemic, 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 were to be held online from 23 to 27 November 2020.

10. The bureaux took note of the information provided.

IV. Work to date on the implementation of the decisions of the Thirty-First Meeting of the Parties to the Montreal Protocol

11. Introducing the item, the representative of the Secretariat drew attention to section III and annex II of the note by the Secretariat on the 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 (UNEP/OzL.Conv.11/Bur.1/2–UNEP/OzL.Pro.31/Bur.1/2). He provided an overview of the decisions adopted by the Thirty-First Meeting of the Parties to the Montreal Protocol.

12. The bureaux took note of the information provided.

V. 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 Convention² and for the Thirty-Second Meeting of the Parties to the Montreal Protocol

13. The acting Executive Secretary drew attention to relevant information contained in section IV of document UNEP/OzL.Conv.11/Bur.1/2–UNEP/OzL.Pro.31/Bur.1/2. She said that the upcoming first part of the twelfth meeting of the Conference of the Parties to the Vienna Convention and Thirty-Second Meeting of the Parties to the Montreal Protocol would take place online, as a result of the continuing COVID-19 pandemic. The combined meeting would take place with a reduced agenda containing a limited number of issues on which parties might wish to take decisions in the present year. The preparatory segment would take place from Monday, 23 November to Thursday, 26 November 2020, while the high-level segment would take place on Friday, 27 November 2020. The twelfth meeting of the Conference of the Parties would be held in two parts: during part I the Conference of the Parties would only consider the information provided by the Secretariat on the financial reports and budgets for the trust funds for the Vienna Convention and the Montreal Protocol for 2020 and 2021 only, while at part II, in 2021, it would consider other issues pertaining to the Convention.

14. Major issues to be addressed in the agenda of the Thirty-Second Meeting of the Parties included unspent funds under the Multilateral Fund for the Implementation of the Montreal Protocol from the current fiscal period to be used for funding projects and activities in the next triennium; nominations for critical-use exemptions for methyl bromide; the budget of the Trust Fund for the Montreal Protocol (including costs of any additional meetings that parties may decide to hold); and the membership of Montreal Protocol bodies for 2021. The acting Executive Secretary then summarized the matters to be discussed under each agenda item and the proposed organization of work for the upcoming week, as well as possible issues that might arise.

² During the first part of its twelfth meeting, the Conference of the Parties will consider only one agenda item, namely, the financial report and budget of the Trust Fund for the Vienna Convention, under item 3 of the provisional agenda (UNEP/OzL.Conv.12(I)/1–UNEP/OzL.Pro.32/1).

15. The bureaux took note of the information provided.

VI. Other matters

16. No other matters were discussed.

VII. Adoption of the report of the meeting

17. The bureaux agreed to entrust the Secretariat with the preparation of a draft report for circulation to the bureaux members for their comments. The report would then be finalized and shared with all parties.

VIII. Closure of the meeting

18. The acting President declared the meeting closed at 4.10 p.m. (Nairobi time (UTC+3)) on Saturday, 21 November 2020.

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