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**United Nations
Environment
Programme**

**Bureau of the Twenty-Fourth Meeting of the Parties to
the Montreal Protocol on Substances that
Deplete the Ozone Layer**

Bangkok, 19 October 2013

Items 3–7 of the provisional agenda*

**Work to date on implementation of decisions of the Twenty-Fourth
Meeting of the Parties to the Montreal Protocol**

**Overview of the working documents prepared for the Twenty-Fifth
Meeting of the Parties to the Montreal Protocol**

Secretariat staffing issues

**Review of the agenda and presentation of a road map for the conduct
of the Twenty-Fifth Meeting of the Parties to the Montreal Protocol**

Other matters

**Work to date on implementation of decisions, overview of
working documents and presentation of a road map for the
Twenty-Fifth Meeting of the Parties to the Montreal Protocol**

Note by the Secretariat

I. Introduction

1. The Bureau of the Twenty-Fourth Meeting of the Parties to the Montreal Protocol will meet on Saturday, 19 October 2013, at 4 p.m. The present note sets out information on matters falling under the provisional agenda for the meeting (UNEP/OzL.Pro.24/Bur.1/1): chapter II summarizes the work to date on implementation of the decisions adopted by the Twenty-Fourth Meeting of the Parties; chapter III gives an overview of the working documents prepared for Twenty-Fifth Meeting of the Parties; and chapter IV provides information on the provisional agenda and the road map for the Twenty-Fifth Meeting of the Parties.

**II. Work to date on implementation of decisions of the
Twenty-Fourth Meeting of the Parties to the Montreal Protocol
(agenda item 3)**

2. A table containing a broad overview of the decisions adopted by the Twenty-Fourth Meeting of the Parties and the actions required of and taken by the Secretariat in response thereto is set out in annex I to the present note.

* UNEP/OzL.Pro.24/Bur.1/1.

III. Overview of the working documents prepared for the Twenty-Fifth Meeting of the Parties to the Montreal Protocol (agenda item 4)

3. A list of working documents prepared for the Twenty-Fifth Meeting of the Parties is set out in annex II to the present note. Annex III to the present note contains a list of information documents prepared for the Twenty-Fifth Meeting of the Parties.

4. The provisional agenda for the meeting (UNEP/OzL.Pro.25/1) is currently being distributed to the parties. The annotations to the provisional agenda (UNEP/OzL.Pro.25/1/Add.1) will follow in September 2013. A note by the Secretariat (UNEP/OzL.Pro.25/2) intended to provide parties with background information on the issues on the agenda, including, where relevant, a brief description of actions by and recommendations from the parties during the thirty-third meeting of the Open-ended Working Group of the Parties to the Montreal Protocol, will also be distributed in September 2013. Information on developments since that meeting is set out in a number of new documents and reports listed in annex III to the present note.

5. Where budget issues are concerned, the Secretariat has prepared revised 2013 and proposed 2014 and 2015 budgets. The Secretariat will provide background documents to which parties may refer in their deliberations, as necessary.

IV. Review of the agenda and presentation of a road map for the for the conduct of the Twenty-Fifth Meeting of the Parties to the Montreal Protocol (agenda item 6)

6. The Twenty-Fifth Meeting of the Parties will take place at the United Nations Conference Centre, Bangkok, from 21 to 25 October 2013. 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 at 10 a.m. on Monday, 21 October 2013, while the high-level segment will begin at 10 a.m. on Thursday, 24 October. Registration of participants will begin at 9 a.m. on 20 October and will open at 8 a.m. each morning thereafter until 25 October.

7. The agenda for the preparatory segment includes the substantive issues that are expected to be taken up during the high-level segment. Those issues include nominations for essential-use exemptions of ozone-depleting substances for 2014 and 2015; nominations for critical-use exemptions of methyl bromide for 2014 and 2015; the final report by the Technology and Economic Assessment Panel on additional information on alternatives to ozone-depleting substances; and organizational issues related to the Technology and Economic Assessment Panel. The agenda also includes issues related to funding, such as a proposal on additional funding for the Multilateral Fund for the Implementation of the Montreal Protocol to maximize the climate benefit of the accelerated phase-out of hydrochlorofluorocarbons (HCFCs); funding of production facilities for HCFCs; and the terms of reference for the study on the 2015–2017 replenishment of the Multilateral Fund. Other issues cover implementation of the Montreal Protocol with regard to small island developing States and amendments to the Montreal Protocol. The meeting will also consider compliance and data-reporting issues from the recommendations by the Implementation Committee that will meet two days prior to the start of the Twenty-Fifth Meeting of the Parties.

8. In accordance with established practice, the Co-Chairs of the Open-ended Working Group will conduct the preparatory segment of the meeting. After the opening of the high-level segment, the parties may reconvene the preparatory segment as they deem expedient to allow the completion of any unfinished business.

9. The opening of the high-level segment on 24 October will be chaired by the President of the Twenty-Fourth Meeting of the Parties, who will conduct the meeting briefly until the parties elect the President of the Twenty-Fifth Meeting of the Parties. In accordance with rule 21 of the rules of procedure and the parties' 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 Twenty-Fifth Meeting of the Parties will be elected from among the Latin American and Caribbean States and the rapporteur from among the Asian and Pacific States. The three vice-presidents will be elected from among the African States, the Eastern European States and the Western European and other States.

10. The newly elected President will then guide the parties through the agenda on the understanding that the work of contact groups established during the preparatory segment may continue in parallel with the high-level plenary sessions, in an effort to resolve any outstanding issues by Friday, 25 October, when the parties will adopt their decisions.

V. Other matters

11. At the time of writing, the Secretariat had no further issues that it wished to bring to the Bureau's attention. Bureau members may wish to raise other issues during the meeting.

Annex I

Actions taken on the decisions adopted by the Twenty-Fourth Meeting of the Parties to the Montreal Protocol as at 2 August 2013

<i>Decision</i>	<i>Decision title</i>	<i>Actions required of the Secretariat</i>	<i>Actions taken by the Secretariat</i>
XXIV/1	Status of ratification of the Vienna Convention, the Montreal Protocol and the London, Copenhagen, Montreal and Beijing amendments to the Montreal Protocol	<ul style="list-style-type: none"> To urge all States that have not yet done so to ratify, approve or accede to the Montreal and Beijing Amendments, taking into account that universal participation is necessary to ensure the protection of the ozone layer. 	<ul style="list-style-type: none"> Letters were sent to all States concerned in December 2012 and reminders in subsequent months in 2013; Missions have been planned to some countries to advise them of the urgent need for ratification of the Montreal and Beijing Amendments before the Twenty-Fifth Meeting of the Parties in October 2013; From January 2013 to July 2013, the Montreal and Beijing Amendments were ratified by new parties as follows: Montreal Amendment: 1; and Beijing Amendment: 4.
XXIV/2	Application to Bahrain, Bolivia (Plurinational State of), Chad, Ecuador, Haiti, Kenya and Nicaragua of paragraph 8 of Article 4 of the Montreal Protocol in respect of the Beijing Amendment to the Montreal Protocol	<ul style="list-style-type: none"> Notify Bahrain, Bolivia (Plurinational State of), Chad, Ecuador, Haiti, Kenya and Nicaragua with regard to the exemption granted to them under Article 4 (8) of the Protocol to continue importing ozone-depleting substances until the end of the Twenty-Fifth Meeting of the Parties; Post on the Secretariat's website details of parties that have been granted exemption under Article 4 (8) and invite other non-parties to the Beijing Amendment to apply for the exemption available under article 4 (8) according to the terms of the decision. 	<ul style="list-style-type: none"> Notifications to concerned parties were sent in December 2012 and the information submitted by the parties was subsequently posted on the Secretariat's website.
XXIV/3	Essential-use nominations for controlled substances for 2013	<ul style="list-style-type: none"> Notify China and the Russian Federation of the decision and associated conditions in December 2012. 	<ul style="list-style-type: none"> Notifications to concerned parties were sent in December 2012.
XXIV/4	Essential-use exemption for chlorofluorocarbons-113 for aerospace applications in the Russian Federation	<ul style="list-style-type: none"> Notify the party with essential-use exemption and associated conditions in December 2012. 	<ul style="list-style-type: none"> Notification to the Russian Federation sent in December 2012.
XXIV/5	Critical-use exemptions for methyl bromide for 2014	<ul style="list-style-type: none"> Notify parties with critical-use exemptions and associated conditions; Follow up with the Technology and Economic Assessment Panel to take action in accordance with the directive in paragraph 8 of the decision. 	<ul style="list-style-type: none"> The parties' request will be reflected in the Methyl Bromide Technical Options Committee task list for 2014.
XXIV/6	Feedstock uses	<ul style="list-style-type: none"> Notify all parties of the decision. 	<ul style="list-style-type: none"> Letters sent to parties in December 2012.

<i>Decision</i>	<i>Decision title</i>	<i>Actions required of the Secretariat</i>	<i>Actions taken by the Secretariat</i>
XXIV/7	Additional information on alternatives to ozone-depleting substances	<ul style="list-style-type: none"> Follow up with Technology and Economic Assessment Panel on the implementation of the decision. 	<ul style="list-style-type: none"> The Panel's Task Force is currently working on the preparation of the final report, which is expected to be ready for posting in early September 2013.
XXIV/8	Terms of reference, code of conduct and disclosure and conflict of interest guidelines for the Technology and Economic Assessment Panel and its technical options committees and temporary subsidiary bodies	<ul style="list-style-type: none"> Follow up with the Technology and Economic Assessment Panel to take action in accordance with requests in paragraphs 1 and 3 of the decision. 	<ul style="list-style-type: none"> The Panel addressed the issues and included the information requested by the parties in the Task Force report presented to the Open-ended Working Group at its thirty-third meeting.
XXIV/9	Controlled substances used on ships	<ul style="list-style-type: none"> Follow up with the Technology and Economic Assessment Panel to take action in accordance with the request in paragraph 1 of the decision; Notify all parties of the decision. 	<ul style="list-style-type: none"> The Panel included a report on the issue in its 2013 progress report presented to the Open-ended Working Group at its thirty-third meeting; The decision was communicated to all parties in December 2012.
XXIV/10	Review by the Scientific Assessment Panel of RC-316c	<ul style="list-style-type: none"> Follow up with the Scientific Assessment Panel to take action in accordance with the request in paragraph 2 of the decision; Invite parties to take action in accordance with the request in paragraph 1 of the decision. 	<ul style="list-style-type: none"> The Scientific Assessment Panel provided a report on the issue to the Open-ended Working Group at its thirty-third meeting; The decision was communicated to all parties in December 2012.
XXIV/11	Evaluation of the financial mechanism	<ul style="list-style-type: none"> Inform all parties of the decision; Notify the Secretariat of the Multilateral Fund to take action in accordance with the request to the Executive Committee of the Fund in paragraph 2 of the decision. 	<ul style="list-style-type: none"> The decision was communicated to all parties in December 2012; The Secretariat of the Multilateral Fund was notified in December 2012.
XXIV/12	Differences between data reported on imports and data reported on exports	<ul style="list-style-type: none"> Secretariat to take action on the requests contained in paragraphs 1 and 2 of the decision; Inform all parties of the decision. 	<ul style="list-style-type: none"> The Secretariat revised the data reporting formats, as requested, and applied the new data forms in compiling data reported by parties under Article 7 of the Protocol from 1 January 2013.
XXIV/13	Data and information provided by the parties in accordance with Article 7 of the Montreal Protocol	<ul style="list-style-type: none"> Notify Mali and Sao Tome and Principe to take action in accordance with the concern raised in the decision on failure to report the 2011 data in time. 	<ul style="list-style-type: none"> Notifications were sent to Mali and Sao Tome and Principe; Communications were sent to all parties in December 2012; The issue was placed on the Implementation Committee agenda for consideration at its fiftieth meeting in June 2013.
XXIV/14	Reporting of zero in Article 7 data reporting forms	<ul style="list-style-type: none"> Notify all parties of the decision; Secretariat to take action on the request contained in paragraph 2 of the decision. 	<ul style="list-style-type: none"> Notifications were sent to all parties in December 2012.

<i>Decision</i>	<i>Decision title</i>	<i>Actions required of the Secretariat</i>	<i>Actions taken by the Secretariat</i>
XXIV/15	Reporting of information on quarantine and pre-shipment use of methyl bromide	<ul style="list-style-type: none"> • Notify all parties to take action on paragraph 3 of the decision; • Secretariat to take action on the requests contained in paragraphs 2 and 4 of the decision and to place the issue on the agenda for the thirty-third meeting of the Open-ended Working Group. 	<ul style="list-style-type: none"> • Notifications were sent to all parties in December 2012 and the issue was discussed at the thirty-third meeting of the Open-ended Working Group.
XXIV/16	Requests for the revision of baseline data by Algeria, Ecuador, Equatorial Guinea, Eritrea, Haiti, the Niger, the former Yugoslav Republic of Macedonia and Turkey	<ul style="list-style-type: none"> • Notify concerned parties and the Multilateral Fund Secretariat of the decision; • Adjust the respective baseline data in the Secretariat's database with the new approved figures for each party. 	<ul style="list-style-type: none"> • Notifications were sent to the Fund Secretariat and contributing parties in January 2013; • The Secretariat has adjusted the database information accordingly.
XXIV/17	Status of the establishment of licensing systems under Article 4B of the Montreal Protocol	<ul style="list-style-type: none"> • Notify concerned parties of the decision. 	<ul style="list-style-type: none"> • Letters to concerned parties were sent in December 2012.
XXIV/18	Non-compliance with the Montreal Protocol by Ukraine	<ul style="list-style-type: none"> • Notify Ukraine of the decision. 	<ul style="list-style-type: none"> • Letter sent to Ukraine in December 2012.
XXIV/19	Membership changes on the Technology and Economic Assessment Panel	<ul style="list-style-type: none"> • Notify concerned technical options committees and Panel experts. 	<ul style="list-style-type: none"> • Notifications sent in December 2012.
XXIV/20	Endorsement of the new co-chair of the Environmental Effects Assessment Panel	<ul style="list-style-type: none"> • Notify concerned co-chair. 	<ul style="list-style-type: none"> • Notification sent in December 2012.
XXIV/21	Membership of the Implementation Committee	<ul style="list-style-type: none"> • Notify Bangladesh, Bosnia and Herzegovina, Cuba, Italy and Morocco of the decision as new members; • Notify the President and Vice-President of the Implementation Committee for 2013. 	<ul style="list-style-type: none"> • Letters sent to concerned parties in December 2012.
XXIV/22	Membership of the Executive Committee of the Multilateral Fund	<ul style="list-style-type: none"> • Notify Belgium, Bulgaria, Canada, Finland, Japan, India, Kuwait, Mali, Nicaragua, Serbia, Uganda, the United Kingdom of Great Britain and Northern Ireland, the United States of America and Uruguay of the decision on their membership; • Notify the Chair and Vice-Chair of the Executive Committee for 2013. 	<ul style="list-style-type: none"> • Letters sent to concerned parties in December 2012.
XXIV/23	Co-Chairs of the Open-ended Working Group of the Parties to the Montreal Protocol	<ul style="list-style-type: none"> • Notify Mr. Patrick McInerney (Australia) and Mr. Javier Carmago (Colombia) of their appointment. 	<ul style="list-style-type: none"> • Letters sent to the Co-Chairs in December 2012, following which they successfully conducted the thirty-third meeting of the Open-ended Working Group.
XXIV/24	Financial reports of the trust funds and budgets for the Montreal Protocol	<ul style="list-style-type: none"> • Secretariat to take action on paragraphs 6 and 9 of the decision. 	<ul style="list-style-type: none"> • Notifications were sent to contributing parties in December 2012 and action was taken on paragraphs 6 and 9 of the decision.

<i>Decision</i>	<i>Decision title</i>	<i>Actions required of the Secretariat</i>	<i>Actions taken by the Secretariat</i>
XXIV/25	Dates and venue of the Twenty-Fifth Meeting of the Parties to the Montreal Protocol	<ul style="list-style-type: none"> Notify Ukraine of the decision. 	<ul style="list-style-type: none"> Preparations for the Twenty-Fifth Meeting of the Parties were made in consultation with the Government of Ukraine during the first half of 2013, but the venue had to be changed to Bangkok because of logistical challenges related to completing the necessary preparations in time for the meeting. Due consideration was given to holding the meeting at the seat of the Secretariat in Nairobi, but, in view of the arrangements already made by the Secretariat earlier in 2013 to hold the thirty-third meeting of the Open-ended Working Group at the United Nations Conference Centre in Bangkok, that same venue was also explored. After looking at the dates, costs, previous arrangements and feasibility of the two alternative venues, the Secretariat, jointly with the Bureau, decided to hold the meeting in Bangkok.

Annex II

Working documents prepared for the Twenty-Fifth Meeting of the Parties to the Montreal Protocol as at 2 August 2013

<i>Document symbol</i>	<i>Title</i>
UNEP/OzL.Pro.25/1	Provisional agenda
UNEP/OzL.Pro.25/2	Issues for discussion by and information for the attention of the Twenty-Fifth Meeting of the Parties to the Montreal Protocol
UNEP/OzL.Pro.25/2/Add.1	Issues for discussion by and information for the attention of the Twenty-Fifth Meeting of the Parties to the Montreal Protocol – Addendum
UNEP/OzL.Pro.25/3	Draft decisions for the consideration of the Twenty-Fifth Meeting of the Parties to the Montreal Protocol
UNEP/OzL.Pro.25/4	Proposed revision to the approved 2013 budget and proposed 2014 and 2015 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer
UNEP/OzL.Pro.25/4/Add.1	Financial reports of the trust funds for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer for the first year of the biennium 2012–2013 and expenditures for 2012 as compared with the approved budgets
UNEP/OzL.Pro.25/5	Proposed amendment to the Montreal Protocol submitted by the Federated States of Micronesia
UNEP/OzL.Pro.25/6	Proposed amendment to the Montreal Protocol submitted by Canada, Mexico and the United States of America
UNEP/OzL.Pro.25/7-UNEP/OzL.Pro/ImpCom/51/2	Information provided by parties in accordance with Article 7 of the Montreal Protocol on Substances that Deplete the Ozone Layer
UNEP/OzL.Pro.25/7/Add.1- UNEP/OzL.Pro/ImpCom/51/2/Add.1	Information provided by parties in accordance with Article 7 of the Montreal Protocol on Substances that Deplete the Ozone Layer – Addendum
UNEP/OzL.Pro.25/8	Report of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol to the Twenty-Fifth Meeting of the Parties

Annex III**Background and information documents prepared for the
Twenty-Fifth Meeting of the Parties as at 2 August 2013**

<i>Document symbol</i>	<i>Title</i>
UNEP/OzL.Pro.25/INF/1-UNEP/OzL.Pro/ImpCom/51/INF/1	Status of ratification, accession, acceptance or approval of the agreements on the protection of the ozone layer
UNEP/OzL.Pro.25/INF/2	Focal points for licensing systems (decision IX/8, paragraph 2, of the Parties to the Montreal Protocol)
UNEP/OzL.Pro.25/INF/3	Nomination for membership of the Chemicals Technical Options Committee
UNEP/OzL.Pro.25/INF/4	List of documents