UNITED NATIONS ENVIRONMENT PROGRAMME
PROJECT DOCUMENT

SECTION 1

Project Identification

1.1	**Title of subprogramme**	Energy & OzonAction Division of Technology, Industry and Economics
1.2	**Title of project**	Regional Programme for the Implementation of the Montreal Protocol in the Pacific Region
1.3	**Project number**	IM CP 4040-02-64
1.4	**Geographical Scope**	10 – Global 70 – Pacific Region
1.5	**Implementation**	South Pacific Regional Environment Programme (SPREP), hereinafter referred to as SPREP, in co-operation with UNEP DTIE
1.6	**Duration of the project**	3 years Commencing: July 2002 Completion: July 2005
1.7	**Cost of the project**	(Expressed in US $) %

Cost to Multilateral Fund (IM)	202,700 US$	86.9%
Cost to SPREP (in kind)	30,650 US$	13.1%
Total cost of the project	233,350 US$	100%

Signatures

For SPREP

_____

Tamari'i Tutangata
Director
South Pacific Regional Environment Programme – Samoa

Date: _____

For UNEP

_____

E.F. Ortega
Chief
Budget and Fund Management Services
UNON

Date: _____

SECTION 2

Background and project contribution to overall Sub-Programme implementation

2.1 Background

The Montreal Protocol (MP) on Substances that Deplete the Ozone Layer came into force in January 1989 and 183 countries have ratified the Protocol as of 11 June 2002. The Montreal Protocol sets a timetable for phasing-out of a number of ozone depleting substances (ODS) and requires Parties to report on production and consumption of such ODS. The Montreal Protocol also contains a Financial Mechanism with a Multilateral Fund governed by an Executive Committee consisting of 7 members from developed countries and 7 members from developing countries. Developing countries that are parties to the Protocol (Article 5 countries) are eligible for Financial and Technical support through the Multilateral Fund, in order to assist them to fulfil their obligations under the Protocol.

There are fourteen countries in the South Pacific region that are constitutionally able to ratify the Montreal Protocol. The majority of the Pacific Island countries (PICs) have already ratified the Montreal Protocol: Fiji, Federated States of Micronesia (FSM), Kiribati, Republic of the Marshal Islands, Nauru, Palau, Papua New Guinea (PNG), (Western) Samoa, the Solomon Islands, the Kingdom of Tonga, Tuvalu and Vanuatu. Only two countries (the Cook Islands and Niue) remain non-Parties and outside the Protocol. Other islands[1] in the region are not independent nations and are not able to ratify the Protocol. They are therefore are not eligible for assistance under the Multilateral Fund.

The use of ozone depleting substances (ODSs) controlled by the Montreal Protocol in the Pacific region is limited to chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs) and methyl bromide. The first two are used solely for refrigeration and air-conditioning uses. All methyl bromide is used for "Quarantine and Pre-Shipment" (QPS) applications, as defined by the Protocol.

The Montreal Protocol requires developing countries to control the consumption (production + import - export) of CFCs. Developing countries do not have to control the imports of HCFCs until 2015 and all QPS uses of methyl bromide are exempted (provided the country has ratified the 1992 Copenhagen Amendment). Therefore the focus of regional activities in the Pacific will have to ensure the sustainable phase out of CFCs and that there is no “back-sliding” once phase-out has been achieved.

The most significant threat to the sustainable phase-out of CFCs in the region is the importation of second hand vehicles from Japan and to a lesser extent, South Korea. Because most of the imported vehicles were built before 1995 (the year most car companies converted the air-conditioner units from CFC-12 to the non-ozone depleting HFC-134a) they are still fitted with CFC air-conditioning units when they arrive in the countries. In most countries there is a rising (and often unmet) demand to service these units. This demand creates an ongoing risk of illegal imports, which is likely to reverse the present trends.

Some countries, most notably PNG and Palau face additional risks from illegal imports because of their proximity to large developing countries. PNG shares a land border with Indonesia and Palau is only 800km (500 miles) from the Philippines. Additional efforts may be necessary to ensure their ongoing compliance

[1] American Samoa, Guam, Northern Mariana Islands, Wallis & Futuna, French Polynesia, Pitcairn, New Caledonia, Tokelau

2.2 Assistance received

2.2.1 Regional activities

The following preparatory activities have been undertaken in PICs since 1998 with support from UNEP, Australia and New Zealand. SPREP though a MOU with UNEP has facilitated completion of these activities:

- A workshop was held in Apia, Samoa, in December 1998, to introduce countries to the Montreal Protocol and to seek feedback on how best to provide assistance
- Since early 1999 a consultant under contract to UNEP and SPREP has carried out visits to the PICs involved in the Regional Strategy. By October 2001, the regional consultant had visited all of the PICs except Nauru, which has not responded to offers of assistance and PNG, which plans to work with GTZ.
- In June 1999, representatives from the PICs attended a meeting in the margins of the OEWG in Geneva for a discussion on the regional programme.
- In late 1999 the regional consultant visited the non-Party countries of the Cook Islands and Niue with the assistance of the New Zealand Government.
- In June 2000, UNEP and SPREP established a co-operation agreement to provide support for the preparation and implementation of NCAPs and development of the Regional Strategy to phase out ODS in the PICs under the Multilateral Fund.
- In April 2001 a further workshop was held in Apia, Samoa to discuss the status of the PICs and the assistance available to complete the NCAPs.
- In October 2001 a workshop was held in the margins of the 13th Meeting of the Parties in Sri Lanka that discussed and endorsed the Regional Strategy approach to CFC phase-out in the PICs.
- The latest regional workshop held in Nadi, Fiji on the 21 – 23 May 2002 discussed the regional strategy to implement activities for phasing out of ODS by the end of 2005.

2.2.2 Assistance to countries

To date only Fiji, PNG and Samoa have received assistance to establish National Ozone Units (NOU) and only Fiji and Samoa have carried out projects to phase-out ODS. Kiribati, the Solomon Islands, Tuvalu and Vanuatu have received financial assistance, under an MOU with UNEP to help prepare their NCAP.

Table 1.1 Assistance to countries

Country	Activity Assisted
Fiji	Country programme preparation
Fiji	Assistance for formulation of refrigeration management plan
Fiji	Implementation of the RMP: Train the trainer programme for refrigeration service technicians
Fiji	Implementation of the RMP: Training of custom officers, ODS inspectorate and NOU staff
Fiji	Implementation of the RMP: National programme for recovery and recycling of refrigerants
Fiji	Institutional strengthening
Fiji	Renewal of institutional strengthening (Phase II)
Kiribati	Country programme preparation
Marshall Islands	Country programme preparation
Papua New Guinea	Country programme preparation

Papua New Guinea	Creation of an Ozone Unit
Samoa	Country programme preparation
Samoa	Assistance for formulation of refrigeration management plan
Samoa	Implementation of the RMP: Training of customs officials and NOU staff
Samoa	Implementation of the RMP: Training of refrigeration service technicians
Samoa	Establishment of the National Ozone Committee
Solomon Islands	Country programme preparation
Tuvalu	Country programme preparation
Vanuatu	Country programme preparation

2.3 Approval of Funding for the Pacific Regional Strategy to Implement the Montreal Protocol

At its meeting in March 2002 the Executive Committee (ExCom) of the Montreal Protocol's Multilateral Fund approved the Regional Strategy to Comply with the Montreal Protocol in Pacific Island Countries. They agreed to provide US$788,700 over three years to implement the Strategy in the eight core countries (the Federated States of Micronesia (FSM), Kiribati, the Marshall Islands, Palau, the Solomon Islands, Tonga, Tuvalu and Vanuatu) and to carry out a limited range of activities in PNG. Of the remaining countries, Fiji, PNG and Samoa are ahead in getting national support and three are not Parties (the Cook Islands and Niue) or had not requested assistance at the time the Strategy was submitted (Nauru).

In approving the Strategy, the ExCom specifically noted:

(a) With appreciation the political commitment of the Governments of the Pacific Island countries to the protection of the ozone layer, in spite of the fact that other environmental issues were higher in their national agendas, such as climate change;

(b) With satisfaction that those Governments were committing themselves to total ODS phase-out in advance of their obligations under the Montreal Protocol;

(c) That this project represented the first time that a regional ODS phase-out strategy had been proposed under the Multilateral Fund by UNEP playing a proactive facilitative role in co-ordination with Australia, New Zealand and the South Pacific Regional Environment Programme (SPREP).

They also noted positively in other communications that this was the first time an entire region had agreed to an early phase-out.

The Regional Strategy was developed by SPREP as a joint proposal for the eight core countries and with limited involvement of PNG. It was based on the existing National Compliance Action Plans (NCAPs) that all of the core countries involved had agreed to. By pooling the individual projects into one proposal it was possible to receive a higher level of funding than would have been possible if the countries had made individual submissions. In particular, the ExCom acknowledged the early phase-out date of 2005 as being a motivating factor in allocating a relatively large budget, given the very small consumption of ODS.

2.4 Project contribution to overall Sub-Programme implementation

The project will contribute to the following objectives set out in the Programme of Work for Division of Technology, Industry and Economics for the years 2002 and 2003;

1. To build awareness and assist with identifying, sourcing, selecting and implementing alternative technologies, equipment and services and to promote understanding and designing policy instruments to control ODS use in importation.

2. Training at a regional level and support is extended to national activities, which is aimed at building up skills to implement phase-out activities.

Specifically, this project will promote ODS phase-out in the eight Pacific Island Countries through a combination of:

- raising awareness;
- identifying, sourcing and selecting alternative equipment and services;
- training users/service agencies in reducing wastage of ODSs and effective usage of the equipment based on non-ODS alternatives;
- promoting understanding and designing policy instruments to control ODS supply and usage;

as required under the Montreal Protocol. It will, thus, contribute to capacity building in these countries in managing the transition to using ODS free technologies. Further, a regional approach is adopted under this project so that the political and economic linkages between the different countries in this region can be effectively harnessed in preparing ODS phaseout strategy. Such an exercise will promote regional cooperation among countries in the region.

SPREP, through its experience in similar environment related projects, geographic proximity to the countries that are being assisted under this project and through its knowledge of the region, will manage this project in close coordination with UNEP DTIE. This project is thus expected to support UNEP in building a long-term cooperation with SPREP in assisting countries in the Pacific Region on ozone and other environmental issues. After completion of this three-year project, UNEP DTIE have indicated they will continue to provide assistance to the countries in the region through the Compliance Assistance Programme and through its Information Exchange support.

SECTION 3

Needs, results and commitments

3.1 Needs

SPREP is in the process of finalizing individual Memorandum of Understanding for the following Pacific Island Countries (PICs): [Federated states of Micronesia (FSM), Kiribati, Republic of Marshall islands (RMI), Palau, Papua New Guinea, Solomon Islands, Tonga, Tuvalu and Vanuatu] for the disbursement of funds and implementing activities stipulated in their each National Compliance Action Plans (NCAPs). The regional strategy, together with implementation support for management of ODS phase-out has been developed to assist the PICs to comply with their obligations under the Montreal Protocol in a cost-effective manner. Given their dependence on developed countries in the region, especially Australia and New Zealand, for supply of ODSs and their economic and political regional interdependence, a Regional Approach will ensure the best use of resources and a high degree of regional co-operation for ODS phase-out.

The key features of the Regional Strategy for the PICs are:

- The Regional Strategy did not change the obligations and actions set out in the individual NCAPs. Its role was to pull together the individual national actions and set out a budget for these. Implementation of the NCAPs will continue to be carried out at a national level, with assistance from SPREP and Australia and New Zealand.

- As these countries are small in terms of geographic size, population levels, economic activities and ODS consumption, there is a need for a cost-effective mechanism to formulating a phase-out strategy and implementing the same becomes very critical at this stage.

- PICs are dependent on Australia and New Zealand (and to a lesser extent, Japan and the US), which have already phased out their own consumption of ODSs, except for HCFCs and methyl bromide. The availability of ODSs is expected to become increasingly scarce for these small countries. Thus, there is an urgent need for assistance to these countries to reduce ODS consumption and develop capacity to use non-ODS alternatives.

- There is a need to strengthen national institutional infrastructure in dealing with ODS phase out and technology transfer for the PIC.

- For the countries involved in the Regional Strategy, there is a need to raise awareness of the phenomenon of ozone depletion, its potential impacts in technological and economic terms and the complexity of the fast changing nature of technical and scientific issues involved in protecting the ozone layer.

3.2 Results

The project will provide the PICs with a capacity to:

- Enhance ability and formulate credible actions to provide a suitable climate for an accelerated and sustained cost effective phase-out in the Region (including a complete phase-out in eight of the fourteen PICs by the end of 2005);

- Ensure complete phase out of all other ozone depleting substances (ODS) consumption except for HCFCs and methyl bromide used for “quarantine and pre-shipment (QPS) applications" by 2005; and

- Increase co-ordination, promotion and monitoring of country activities in the PICs for phasing-out of ODS.

- Enhance regional co-operation using SPREP’s existing linkages.

- Improve collection, analysis and dissemination of information on issues involved in ozone layer protection.

- Facilitate the exchange of information with other Parties and organs established by the Protocol.

- Improve liaison between countries and the relevant organs under the Protocol, and

- Improve reporting systems on national data on ODS consumption.

3.3 Commitments by PICs

- The Government of PICs support the activities stipulated in the National Compliance Action Plans (NCAPs) and collaborate to undertake activities at the regional level;

- The same trained officers who were involved in developing the NCAPs will be involved in handling activities associated with formulation and implementation of the phaseout process;

- The Governments of the PICs will also co-operate at a regional level for implementation of phase-out of ODSs in PICs.

SECTION 4

Outputs, activities, workplan and timetable, budget and follow-up

4.1 Outputs

The main outputs of SPREP under this project can be divided into two stages – one at the planning stage and the other at the implementation stage.

4.1.1 Plan of phaseout of ODSs for PICs

The key outputs of this phase are given below.

- ✍✍Preparation of Memorandum of Understanding (MOUs) documents between SPREP and each of the eight core countries and PNG.
- ✍✍Development of a strategy for implementing training program(s) for technicians, as identified in the Regional Strategy. Refer to Annex VI of the project document.
- ✍✍Development of a training strategy for Custom Officers training for eight core countries and PNG on the control of the importation of CFCs and other ozone depleting substances into PICs. Refer to Annex VII
- ✍✍Submit periodic reports on the status of different activities relating to PICs, in this phase to UNEP DTIE and the Multilateral Fund as defined in clause 6.1 of the project document.

4.1.2 Implementation of phaseout of ODSs for PICs

The key outputs of this phase are:

- ✍✍Establishment of national compliance centers or national ozone units in each of the eight PICs involved in the regional strategy. This involves the recruitment by the national Government of national ozone officers or related officer to be in-charge of the implementation of phase-out activities in each country.
- ✍✍Preparation and completion of national legislation to stage of submission to Cabinet (or equivalent body).
- ✍✍Implementation of training for technicians on good practice in refrigeration, training of customs officers
- ✍✍Thematic meetings for national ozone officers and focal points to discuss and monitor progress of national activities.
- ✍✍Submission of all relevant ODSs data to the Ozone Secretariat and Multilateral Fund Secretariat as per the requirement of article 7 of the Montreal Protocol.
- ✍✍Periodic reports on the status of implementation of activities at the national level and quarterly financial reports to be submitted to SPREP on the given timeframe.

In short, SPREP will carry out activities to plan, monitor and implement phaseout of ODSs in PICs under this project for achieving the above outputs. Further, they will work in close co-ordination with the countries involved in PICs, UNEP DTIE, the Regional Consultant and the other relevant agencies to achieve this.

4.2 and 4.3 Activities, Workplan and Timetable

The project activities of SPREP under the planning and implementation phase of the RS for the PICs are given below.

(a) Planning phase

In the planning phase, SPREP will:

i) Identify and enter into agreements with the national governments in the eight PICs identified earlier in this report in consultation with UNEP DTIE, for funds disbursement and agreed activities to be implemented at the national level;

ii) Extend contract for the Montreal Protocol Regional Consultant and the Assistant Project Officer for handling activities relating to PIC project in consultation with UNEP DTIE. An ***indicative list of activities*** will be carried out by both officers are defined in Annex IV and V respectively.

iii) With the assistance of the Oceania Custom Organization (OCO), co-ordinate the implementation of the customs officers training for identified PICs. Both organizations will negotiate with PICs to ensure effective logistical arrangements.

iv) Organise PIC thematic meetings in 2003 and 2005 to monitor and discuss progress of implementing activities. Experiences should be shared on obstacles and solutions to successful phase-out.

v) Monitor and report on the progress of implementation of the activities in this phase to UNEP DTIE and Montreal Protocol Multilateral Fund.

vi) Co-ordinate with UNEP DTIE and other relevant agencies to provide PICs with the necessary information relating to technologies, policies and guidelines for implementing the phaseout activities under the Montreal Protocol.

(b) Implementation phase

During this phase, SPREP will:

i) Develop an agreement (sub-contract) with an appropriate institution to conduct training of refrigeration technicians in good practice in refrigeration. The process will be carried out in consultation with the Government of Australia, the Regional Consultant and UNEP DTIE. Refer to Annex 6.

ii) Provide support in, collaboration with OCO, for implementing the customs officers training to control imports of ODS and CFCs into PICs (once countries have their own national legislation).

iii) Assist the PICs in policy matters on ozone-related issues

iv) Assist the governments of PICs in liasing with key international organisations (Multilateral Fund Secretariat, Implementing Agencies etc) associated with issues related to compliance with the Montreal Protocol.

v) Assist PICs in reporting of consumption data to the Ozone Secretariat of UNEP, on an annual basis, as per reporting requirements of Article 7 of the Montreal Protocol.

vi) Assist PICs in reporting the progress of national phase-out activities on a six-monthly basis.

vii) Assist PICs in reporting periodically to SPREP and UNEP DTIE on this project. The key reporting requirements will be identified in the agreements signed with the national Governments.

Further, SPREP will monitor and review the work carried out by each PIC and the Regional Consultant relating to this project in consultation with UNEP DTIE.

4.4 Budget

The Budget component is attached as Annex II to this project document. The total amount approved by the Multilateral Fund (IM Trust Fund) amounts to USD 512,700, and the Bilateral contribution from Australia is USD 276,000. In addition, SPREP will provide an in-kind contribution of USD30,650 which includes provision of expertise and infrastructure. It is expected that additional funds may be available for training programs through bilateral assistance, although this will need to be negotiated separately with relevant donor agencies. Further funding may be approved for the three remaining countries that include Cook Islands, Nauru and Niue once their national compliance action plans completed and submitted to Multilateral Fund for approval. The Government of New Zealand may provide these funds through their bilateral assistance under the Multilateral Fund.

The following table summarizes the total amount that will be disbursed to SPREP as per the approval of the Executive Committee of the Multilateral Fund Secretariat.

Table Summary of costs of projects in Pacific Regional Strategy that approved by Executive Committee of the Multilateral Fund Secretariat.

	Project	**Funds Requested from the Multilateral Fund**	**Agency responsible**
1	Establishment of National Compliance Centres (NCCs) in eight countries including office set up costs, communications, local public awareness activities and monitoring activities	US$202,700	UNEP
2	National training programme for refrigeration service technicians, including R&R equipment in eight countries .	US$208,000	Government of Australia
3	Country-level assistance for enforcing ODS regulations (including a licensing system), training of customs officers and ODS identification kits	US$68,000	Government of Australia
4	Policy assistance and guidance to countries for the development of model ODS regulations and adaptation at the national level	US$90,000	UNEP
5	Three thematic meetings on issues related to implementation of the Regional Strategy to be held over three years at central location in Pacific for twelve countries.	US$50,000	UNEP
6	Technical assistance to the countries including assistance in monitoring the implementation at the regional level	US$120,000	UNEP
7	Technical assistance for other countries in the sub-region not included under the PIC strategy	US$50,000	UNEP
	Total	**US$ 788,700**	

4.4.1 Conditions on provision of funding imposed by the ExCom

In approving the funding for the project the ExCom imposed a number of conditions:

(a) To approve the UNEP component of the regional strategy for Pacific Island countries on the understanding that the Governments of the countries concerned would achieve a complete phase-out of all ODS [except HCFCs and methyl bromide used for quarantine and pre-shipment fumigation] by 2005 and would have flexibility on the use of the funding approved;
(b) To request the Government of Australia and UNEP not to disburse funding for the second tranche pending confirmation that at least 25 per cent of the current ODS consumption [except HCFCs and methyl bromide used for quarantine and pre-shipment fumigation] in those countries had been phased out;
(c) Also to request the Governments of the eight core countries to present information to the Executive Committee annually on progress being made in the implementation of the national compliance strategies, in accordance with the decision of the Executive Committee on implementation of country programmes. The initial report, covering the period 1 April to 31 December 2002, should be submitted to the Fund Secretariat no later than 1 May 2003;

To note that the funding provided under this project would be the total funding from the Multilateral Fund for those countries to achieve complete phase-out [of ODS other than HCFCs and methyl bromide used for quarantine and pre-shipment fumigation] by 2005.

4.5 Payment schedule

The disbursement of funds by UNEP to SPREP will be made according to the following table:

Table 4.2 Disbursement of funds from UNEP to SPREP for regional activities

Instalment	Expected timing	Percentage of total regional funds	Performance indicator
First	Third quarter of 2002	60%	✍ Upon signing of contract with UNEP
Second	Fourth quarter of 2003	30%	✍ Signing of contracts with training providers for refrigeration technicians training and Customs officers training. ✍ Conducting at least four refrigeration technicians training and four Customs officers training sessions. ✍ Submission of all relevant data to Ozone Secretariat and Multilateral Fund. ✍ Submission of financial reports to SPREP on expenditure of first instalment ✍ Development and distribution of model regulations ✍ Organisation of workshop to discuss draft regulations ✍ Organisation of at least one thematic meeting on a topic to be agreed with UNEP for all fourteen countries in region (with assistance from bilateral donors as necessary)
Third	Fourth quarter of 2004/first quarter of 2005	10%	✍ Implementation of national regulations in all countries, with assistance from SPREP ✍ Conducting refrigeration technicians training and Customs officers training in all nine countries. ✍ Submission of all relevant data to Ozone

			Secretariat and Multilateral Fund. ✍ Submission of financial reports to SPREP on expenditure of second instalment ✍ Organisation of at least two further thematic meeting on topics to be agreed with UNEP for all fourteen countries in region (with assistance from bilateral donors as necessary)

(ii) Submission of:

(a) timely and satisfactory financial reports showing expenditures incurred using the format given in Appendix 2;

(b) timely and satisfactory progress reports on project implementation, as defined in section 6.1;

4.6 Disbursements of Funds to Countries

Following the workshop in Nadi from 21- 23 March 2002 a process was agreed with participants for the development and signing of financial agreements to transfer the national funds. Because all countries (except FSM, which has not yet finalised its National Compliance Action Plan (NCAP) have approved NCAPs these will form the basis of the financial agreements. It is intended that countries will sign a relatively simple financial agreement with SPREP in which they will agree to carry out the tasks in their NCAPs in exchange for the funds from the Multilateral Fund. Among other things, the transfer of funds is likely to require establishment of separate bank accounts for this project.

Once these financial agreements have been signed, the funds will be transferred by SPREP to the eight core countries in three instalments. The first instalment of 60% of the funds allocated to each country will be paid to the countries upon signature of a financial agreement with SPREP. The second instalment of 30% will be paid after completion of the bulk of the tasks set out in the individual NCAPs, which is expected to be roughly halfway through the project. The final 10% will be paid upon completion of the tasks in the NCAP.

Summary of disbursements over three years of Regional Strategy

Country	Total funds received directly over three years	60% of funds received on signing	30% upon completion of most tasks	10% received upon completion
FSM	**$ 50,000**	$30,000	$15,000	$ 5,000
Kiribati	**$ 31,000**	$18,600	$9,300	$ 3,100
Palau	**$ 50,000**	$30,000	$15,000	$ 5,000
Marshall Islands	**$ 54,000**	$32,400	$16,200	$ 5,400
Solomon Islands	**$ 44,250**	$26,550	$13,275	$ 4,425
Tonga	**$ 39,700**	$23,820	$11,910	$ 3,970
Tuvalu	**$ 25,500**	$15,300	$7,650	$ 2,550
Vanuatu	**$ 36,250**	$21,750	$10,875	$ 3,625

Because PNG is only involved in activities that will be funded through SPREP, there will be no direct transfer of funds to its Government. Therefore it will not be necessary to enter into a specific financial agreement with their Government at this time.

4.7 Follow-up action

Throughout the duration of the project, UNEP will provide technical guidance, information and feedback to SPREP and the Montreal Protocol Regional Consultant. UNEP will review the progress being made under the project and provide substantive comments and recommendations on the progress and expenditure reports submitted.

SECTION 5

Institutional framework and evaluation

5.1 Institutional framework

SPREP, under the overall guidance of the Energy and OzonAction unit, will implement this project. SPREP will provide expertise for management of the project and infrastructure facilities for the implementation of this project.

The provision made by SPREP, in the form of the above in-kind contribution, is estimated to amount to USD30,650.

UNEP will provide:

(i) Financial support from the Multilateral Fund as stated in Section 1.
(ii) Financial support from the Government of Australia as stated in Section 1.
(iii) Institutional support through UNEP DTIE's other activities, such as information clearinghouse and the Compliance Assistance Programme (CAP).
(iv) Review of the Project Progress Reports (para 6.1) and subsequent guidance on the project related activities.

5.2 Correspondence

All correspondence regarding this project should be addressed to:

In SPREP:
Tamari'i Tutangata
Director
South Pacific Regional Environment Programme (SPREP)
PO Box 240
Apia
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Tel: (685) 21929
Fax: (685) 20231
Email: sprep@sprep.org.ws

At UNEP DTIE:
Mr. Rajendra Shende, Head
Energy & OzonAction Branch
Division Technology, Industry and Economics
United Nations Environment Programme
Tour Mirabeau
39-43 Quai Andre Citroen
75739 Paris Cedex 15
France
Tel: (33-1) 44 37 14 59
Fax: (33-1) 44 37 14 74
Email: rshende@unep.fr

All correspondence on financial and budgetary matters should be addressed to:

At UNEP:
Mr. Edmundo Otega, Chief
Budget and Funds Management Service
United Nations Office at Nairobi
PO Box 67578
Nairobi, Kenya
Tel: (254) 2 623637
Fax: (254) 2 623755
Email: edmundo.ortega@unon.org

UNEP DTIE will copy all relevant correspondence to the UNEP Regional Office for South-East-Asia-Pacific for information.

5.3 Evaluation

An internal desk evaluation will be carried out by SPREP at the end of the project. Further evaluation may be carried out as part of the overall evaluation process of the projects under the Multilateral Fund and/or evaluation process of UNEP DTIE.

SECTION 6

Monitoring and reporting; other terms and conditions

6.1 Project Progress Reports

SPREP shall submit to UNEP DTIE, the operative ***progress report*** on this project using the formats given in Appendix 5, within thirty (30) days of the end of each half year, i.e. as of 30 June and 31 December.

UNEP DTIE shall submit all the above progress reports without delay to the Deputy Executive Director (DED), with copies to Chief, Budget and Funds Management Service (BFMS/UNON), adding comments as appropriate.

6.2 Terminal report

SPREP shall submit to UNEP DTIE, the terminal report given in Appendix 6 for the project, within sixty (60) days of completion of this project. They will also provide a list of final inventory of all non-expendable equipment purchased as defined in section 6.4.2(ii) using the UNEP standard format provided in Appendix 7.

UNEP DTIE shall submit all the above terminal reports without delay to DED, with copies to the Chief, BFMS/UNON adding its comments as appropriate.

6.3 Financial reports

(a) Project expenditure accounts

i) SPREP will report quarterly and cumulative annual details of project expenditure to UNEP in line with the budget objects of expenditure as set out in the Project Budget in Appendix 2 on a quarterly basis as of 31 March, 30 June, 30 September and 31 December in accordance with the standard format given in Appendix 2.

All expenditure reports will be dispatched to UNEP within thirty (30) days of the end of the period they refer to, certified by a duly authorised officer of SPREP.

ii) The expenditure accounts as of 31 December, certified by a duly authorised official, should be dispatched to UNEP within 30 days, as for other quarters.

In addition, UNEP requires that the end of the year expenditure accounts shall be certified by or supported by an opinion of Samoan Government Auditors – Betham and Company and shall be dispatched to UNEP by 31 March of the subsequent year. In particular, the auditors should be asked to report whether, in their opinion:

- Proper books of account and records have been maintained;
- All project expenditures are supported by vouchers and adequate documentation;
- Expenditures have been incurred in accordance with the activities outlined in the project document.

iii) Within 90 days of the completion of the project, SPREP will supply UNEP with a final statement of account in the same format as for the quarterly statement, certified by or supported by an opinion of Samoan Government Auditors – Betham and Company. If requested, SPREP shall facilitate an audit (by the United Nations Board of Auditors and/or the Audit Service) of the accounts of the project.

iv) Any portion of cash advances remaining unspent or uncommitted by SPREP on completion on the project will be reimbursed to UNEP within one month of the presentation of the final statement of accounts. In the event of any delay in such reimbursement, SPREP will be financially responsible for any adverse movement in the exchange rates.

(b) Cash advance accounts

A statement and request of advances of cash to be provided by UNEP shall be submitted by SPREP based on conditions stated in Section 4.5 and given in table 4.2 three months prior to the date of disbursement.

6.4 Other Terms and Conditions

6.4.1 General Terms and Conditions

(i) SPREP and UNEP DTIE shall collaborate fully to ensure that the objectives/results of this project be accomplished. To that end, the Parties shall exchange views with regard to matters relating to the project and provide each other with all such information as can reasonably be requested with regard to the matters in question.

(ii) Transferral of SPREP officers, assigned to this project and supported by the Multilateral Fund through UNEP, to other duties during the project period will not be made without mutual consultation between SPREP and UNEP DTIE.

(iii) An annual performance evaluation report for the APO shall be submitted by the Climate Change Coordinator who is expected the immediate officer-in-charge for SPREP's Management and UNEP DTIE's consideration to ensure effective performance to the standard required to meet the project objectives.

6.4.2 Non-Expendable Equipment

(i) SPREP will maintain records of non-expendable equipment (items costing $1,500.00) or more and with a serviceable lifetime of 5 years or more, as well as items of attraction such as pocket calculators, cameras etc. costing $500.00 or more) purchased with UNEP funds (or with Trust Fund or Counterpart Contribution funds

administered by UNEP). SPREP shall submit an inventory of all such equipment to UNEP at the end of the project, as per section 6.2 above, indicating description, date of purchase, cost and present condition of each item and using the UNEP standard format provided in the Appendices. Non-expendable equipment purchased with funds administered by UNEP will remain the property of UNEP until its disposal is authorised by UNEP, in consultation with SPREP. SPREP shall be responsible for any loss of or damage to equipment purchased with UNEP funds. The proceeds from the sale of equipment (duly authorised by UNEP) shall be credited to the accounts of UNEP, or of the appropriate Trust Fund Counterpart Contribution.

(ii) SPREP will attach to the terminal report, as per section 6.2(iii), a final inventory of all non-expendable equipment purchased under this project, indicating the following: date of purchase, description, serial number, quantity, cost, location and present condition, together with a proposal for the disposal of said equipment.

6.4.3 Responsibilities for Cost Overruns

Any cost overrun, defined as expenditure in excess of the amount budgeted at the sub-component level of the project budget shall be met by the organization responsible for authorising the expenditure, unless written agreement has been received, in advance, from UNEP. In cases where UNEP has indicated its agreement to a cost overrun by transfer of funds from one sub-component to another, a revision to the project document will be issued by UNEP.

6.4.4 Rate of Exchange and Responsibility for Losses in Exchange

UNEP will provide all cash advances in US Dollars and SPREP will maintain project accounts and report all expenditure correspondingly in US Dollars. Any funds converted to and expended in another currency will be reported in US Dollars using the actual rate of exchange prevalent at the time of converting the US Dollar cash advance received or part thereof into another currency.

SPREP will be solely responsible for any loss in exchange and may not charge any such losses towards project costs. Should SPREP wish to safeguard project funds provided by UNEP against losses in exchange, it may, *inter alia*, instruct UNEP in writing to transfer cash advances to an appropriate US Dollar account or, alternatively, negotiate an arrangement with the local UNEP office for this purpose and inform UNEP accordingly in writing.

6.4.5 Claims by Third Parties against UNEP

SPREP shall be responsible for dealing with any claims which may be brought by third parties against UNEP and its staff, and shall hold UNEP and its staff non-liable in case of any claims or liabilities resulting from operations carried out by SPREP under this project document, except where it is agreed by SPREP and UNEP that such claims or liabilities arise from gross negligence or wilful misconduct of the staff of UNEP.

6.4.6 Rules Governing Management and Administration of the Project

Unless otherwise implied in this project document or other agreements between SPREP and UNEP, the administration and management of the project by SPREP will be carried out in accordance with the relevant rules and regulations of the Samoan Government (e.g., terms of employment of staff, rules and regulations governing travel and procurement).

ANNEX I

PROJECT ACTIVITIES

Activity I: Signing of MOU between SPREP and UNEP DTIE for this project

Sub-activity (i): Finalization of the project document after incorporating the comments of the concerned.

Sub-activity (ii): Signing of the project document during the SPREP Ministerial Meeting in the Marshall Island on the 22 July 2002.

Activity II: Extension of contract of the Montreal Protocol Regional Consultant and Assistant Project Officer

Sub-activity (i): Consultancy Agreement with the Regional Consultant for the implementation of the project and get his agreement to work according to the plans highlighted this document and the regional strategy.

Sub-activity (ii): Extension of contract for the Assistant Project Officer for administrative support activities for the project and for the Regional Consultant.

SPREP should ensure that this document is in line with the finalised business plan document with UNEP.

Activity III: Co-ordination and monitoring of activities for the preparation of Action Plan to phase-out ODSs

Sub-activity (i): Co-ordinate different activities for effective execution of the project under Regional Strategy and enter into agreements with nodal units of eight PICs involved.

Sub-activity (ii): Co-ordinate different activities for effective execution of the project under Regional Strategy implementation stage.

Sub-activity (iii): Monitor the actions undertaken in the project.

Activity IV: Reporting

Sub-activity (i): Submit of half-yearly progress report on progress of Implementation to the UNEP DTIE.

Sub-activity (ii): Assist the PICs for submission of the different ODS consumption and phase-out activities related progress reports.

Activity V: Implementation of different activities associated with NAP implementation

Sub-activity (i): Co-ordination support for the Regional Consultant for the implementation of activities relating to the project.

Sub-activity (ii): Monitoring and control of the activities relating to implementation.

Sub-activity (iii): Periodic reporting on the implementation progress related activities.

ANNEX II

Project Budget

(See attached Excel sheets)

TIME SCHEDULE OF IM/4040-00-16 PROJECT ACTIVITIES **ANNEX III**

	2002			2003				2004				2005	
Project Activities	**2Q**	**3Q**	**4Q**	**1Q**	**2Q**	**3Q**	**4Q**	**1Q**	**2Q**	**3Q**	**4Q**	**1Q**	**2Q**
	6/2002	9/2002	12/2002	3/2003	6/2003	9/2003	12/2003	3/2004	6/2004	9/2004	12/2004	3/2005	6/2005
Signing of MOU between SPREP and UNEP DTIE for this project													
Enter into necessary agreements with the governments of the relevant PICs involved in the regional strategy													
Appointment of a regional consultant and assistant project officer for this project													
Disbursement of funds from UNEP to SPREP													
Establish National Compliance Centres within the environment agencies of the individual countries (as set out in individual NCAPs)													
Develop model regulatory framework for all countries to achieve accelerated phase-out to implement the Montreal Protocol													
Collect and report to Ozone Secretariat all outstanding consumption data for all countries for all years													
Three thematic workshops on implementation of Montreal Protocol over three years													
Implement and monitor training of customs officers to ensure proper													

control of import and export of ODSs and information collection and submission in all countries													
Implement and monitor training of refrigeration service technicians in good practices of refrigeration to minimise the use of ODSs and mitigate their emissions into the air during the service of refrigerators													
Provide Pacific-relevant materials from UNEP DTIE to countries for public awareness campaign on necessity and means for protection of the Ozone Layer of the Earth													
Quarterly Financial statement for the entire project.													

ANNEX IV

TERMS OF REFERENCE OF THE REGIONAL CONSULTANT

The Regional Consultant will work closely with the SPREP through the Assistant Project Officer to implement the following activities. The contract for the Regional Consultant will be issued by SPREP under its standard terms and conditions.

The terms of reference for the Regional Consultant will include:

Implementation of Regional Strategy; and

Activities relating to the implementation of NCAPs for the individual countries for the PIC countries.

Implementation of the Regional Strategy

- The Regional Consultant will carry out these activities in the eight core countries involved in the Regional Strategy (Kiribati, Federated States of Micronesia, Marshall Islands, Solomon Islands, Tonga, Tuvalu and Vanuatu) and PNG where this is indicated in the Regional Strategy.

- Provide appropriate information relating to the implementation of the Montreal Protocol and adoption of low- and non-ozone depleting technologies when requested.

- Provide advice on the collection of data on the current levels of consumption ODSs and the supply and end use industry structure.

- Develop model regulations for control of ozone depleting substances (ODS) and assist Governments to adapt these to national requirements.

- Carry out training of Customs Officers following guidelines in Annex 2 of the Regional Strategy in the nine countries.

- Assist SPREP to develop tender for training of technicians in the refrigeration sector in the nine countries.

- Work with successful tenderer to develop appropriate Pacific-focussed training materials with special regard to PICs obligations under the Montreal Protocol

- Carry out at least one visit to each of the nine countries over the three years of at least one working week to raise awareness of the Montreal Protocol and to provide technical and policy assistance to the National Compliance Centre on any issues they request. Where possible these visits should take part at the same time as the Customs training.

- Co-ordinate two Regional Meetings for the Discussion of the Regional Strategy; including assisting SPREP with preparation of invitation letters, development of agenda, hosting workshop and preparing reports upon completion.

- Liase with all agencies, including the Ozone Secretariat, Multilateral Fund Secretariat, UNEP DTIE, and bilateral donors to ensure smooth implementation of the Montreal Protocol and of the Regional Strategy

ANNEX V

JOB DESCRIPTION OF THE ASSISTANT PROJECT OFFICER

Designation: Assistant Project Officer, Ozone Depleting Substances

The Assistant Project Officer will be hired by SPREP under its terms and conditions and will work closely with the Regional Consultant to implement the following terms of reference and activities:

1. Facilitate overall implementation of the project and co-ordinate the overall implementation of the project

2. Overseeing establishment of National Compliance Centres in eight countries, including development and implementation of contracts with national government.

3. Disbursing funds to national governments under the strategy and in line with milestones set out in section 3.6 monitoring arrangements.

4. Assisting with communications between countries

5. Coordinating provision of training for refrigeration technicians/train the trainer.

6. Administering fund for subsidy of recovery and recycling equipment.

7. Organising workshops in margins of other meeting held at SPREP.

8. Overseeing development of model national regulations and assist with implementation at national level.

9. Overseeing translation of existing publicity material into Pacific languages and distribute to countries.

10. Provide general policy assistance and co-ordinate regional awareness raising programmes.

11. Exchange information with other co-ordinators in other countries

12. Ensure fulfilment of the Region's reporting requirements

13. Facilitate through SPREP's Clearinghouse any requests for information and reports on ODS to member governments

14. Produce and distribute reports and publications to UNEP in a timely fashion

Selection Criteria

- University degree (preferably in environmental studies, environmental health science or science background);
- Extensive experience in managing and coordinating projects for the implementation of the Montreal Protocol in the Pacific region;
- Ability to work independently as part of the team;
- Demonstrated capacity to plan, manage, implement and monitor ozone depleting substances phase-out activities;
- Demonstrated capacity to coordinate and organise training programs with excellent teaching experience and presentation skills;
- Demonstrated ability to be adaptable and sensitive to working in diverse social, cultural and economic environments, preferably in the Pacific region.

- Excellent written and oral communication skills.

Highly Desirable

- Familarility with the Pacific Regional Strategy and national Compliance Action Plans for the eight countries involved in the RS.

ANNEX VI

An Overview of Training Program

Training of Trainers/Technicians in Good Practices of Refrigeration

PROJECT PROPOSAL

Countries	FSM, Kiribati, Marshall Islands, Palau, PNG, Solomon Islands, Tonga, Tuvalu and Vanuatu
Project Title	Training of Trainers/Technicians in Good Practices of Refrigeration
Sectors Covered	Refrigeration & Air Conditioning Industry
Project Impact	To improve the skills of refrigeration technicians in recovery and retrofitting.
Project Duration	Two years
Implementing Agency	**UNEP in cooperation with SPREP**
Project Cost	**US$208,000**

1. Background:

Most PIC technicians have so far acquired some training in the Refrigeration and Air Conditioning sector. However, the skill level of these technicians varies widely both within countries and between countries. Some have formal qualification but most have gained their knowledge through on-the-job training (informal qualifications).

Larger service organisations have competent well-trained technicians. Their knowledge has been gained through either formal qualifications or informal qualifications. Smaller service organisations generally have less qualified technicians and it is in this area where training is required.

As outlined on page 20 of the Regional Strategy, PNG will participate only in the training of the trainers' activity. The details for any additional technician training required in PNG will be developed after a complete understanding of the specific needs of the local technicians in PNG.

2. Project Objectives:

The purpose of this training is to facilitate refrigeration technicians with the appropriate skills required in the process of recovery and retrofitting of ODS based systems.

Where required under the country's NCAP, those who will complete the course competently will also be awarded with a "Certificate of Accreditation" to buy from companies who sell refrigerants.

3. Expected Outcome:

The training course will be directed to ensure that:

- Strategies and practices are implemented to minimize emissions of ODS, including storage, handling, reclaiming and decanting;
- Competent demonstration of ODS recovery and retrofitting using appropriate equipment and appropriate alternative refrigerants.

4. Target Audience:

The course is intended for technicians in the Refrigeration and Air Conditioning Sector especially those technicians without formal qualifications to enable their accreditation. In the case of PNG, which has a much larger number of service technicians than the other PICs, the target group for the training course held under the regional strategy will only be the trainers of refrigeration technicians. These will be from the local refrigeration training institute, large service workshops etc.

5. Project Activity:

The objectives will be achieved by providing a practical hands-on course that demonstrate techniques on how to recover and retrofit ODS based systems without unnecessary loss of ODS into the atmosphere. Trainees will also be required to perform practical work in a competent manner to reveal the absorption of the skills discussed in the training.

6. Time Frame:

The course will be five working days long, and will be held at a time suitable to the country. The tutor will stay in the country for up to ten days to provide any additional assistance needed to set up the course and to provide any additional training needed for any technical tutors at the national training centre. The training will be carried out over the second half of 2002 and 2003.

7. Venue:

Most PICs have a technical training facility in the country that will serve as a suitable venue for the training. Where a technical training facility is not available consideration will be given to holding the course at the Fiji Institute of Technology, which carried out training for Fiji, or it will be carried out at the largest commercial refrigeration workshop in the country. This will be discussed directly with each country, depending on the cost effectiveness.

8. Budget:

	Costs of Training	Recommended number of recovery and recycling machines	Cost of machine (including transport) at US$4,000 per machine	Total cost for Refrigeration sector training
FSM	$10,000	4	$16,000	$26,000
Kiribati	$10,000	2	$8,000	$18,000
Palau	$10,000	4	$16,000	$26,000
Marshall Islands	$10,000	5	$20,000	$30,000
Solomon Islands	$10,000	6	$24,000	$34,000
Tonga	$10,000	5	$20,000	$30,000
Tuvalu	$10,000	2	$8,000	$18,120
Vanuatu	$10,000	4	$16,000	$26,000
Total	**$64,120**		**$128,000**	**$208,120**

ANNEX VII

Customs training for Pacific Island Countries (PICs)

The main objective of this training programme is to provide the customs, trade and standards officers in nine Pacific Island Countries (PICs) (Kiribati, FSM, Marshall Islands, Palau, PNG, Solomon Islands, Tonga, Tuvalu and Vanuatu) with the skills necessary to monitor and control the imports of CFCs and other ODS products / equipment. The detection and prevention of illegal trade is part of this effort. This will be achieved by:

I. Increasing awareness of ozone depletion issues.
II. Familiarising customs and enforcement officers with the different types of ODS being used in the sector and for which applications they are used.
III. Familiarising customs and enforcement officers with the provisions and phase-out schedules of the Montreal Protocol and its amendments.
IV. Providing officers with an understanding of the national RMP.
V. Providing an overview on the newly established licensing system for ODS and its implications for customs officers and other stakeholder agencies.
VI. Presenting the revised customs codes which allow for the identification of ODS and ODS products / equipment.
VII. Refining and optimising the establishment of the operational details of the monitoring and control system for ODS.
VIII. Providing an overview of customs regulations and monitoring and control systems for ODS in other countries in the region.
IX. Training officers of the customs and other relevant agencies on the use of identification equipment for refrigerants.
X. Designing the concept, agenda, strategy and the time schedule for the training of the remaining customs officers in the country.

1. Expected results

The immediate result will be the availability of trained customs trainers and key stakeholders and the development of a training approach and recommendation for the subsequent Phase II training of customs and enforcement officers in the nine countries.

A Montreal Protocol related training module will be included in the ongoing training programmes for new customs officers and will also be integrated in the refresher courses for experienced officers. Thus the sustainability of the training programme will be ensured.

The long-term result is to enhance awareness of ozone depletion issues among customs authorities and other relevant stakeholders as well as the achievements of the objectives as stated in Section 2.

In addition, synergies for the enforcement of other relevant international environmental agreements such as the Basel Convention, CITES, Rotterdam Convention and the Kyoto Protocol will be created. The success of most international environmental agreements will depend on the continued support of the world's customs authorities and other key stakeholders.

2. Participants

The train-the-trainers workshop is designed for approximately 20 participants. The actual number of participants will vary, depending on the number of Customs officers in the individual countries, and on the number of ports. Participants will also include the main stakeholders involved in the implementation and enforcement of the licensing system who will partly function as local resource persons. These key stakeholders should be drawn from the following participant groups and organisations:

- Customs trainers from the training unit

- Customs officers from various ports of entry and customs sections (computer and data processing unit, document processing unit, administration unit, enforcement officers)
- Enforcement officers from police, coast guard, military
- Ozone officer of the NOU
- Local legal consultant who prepared the “Country Handbook”
- Local refrigeration expert to support practical session
- Private sector representatives including importers, customs brokers, wholesalers
- Bureau of Standards
- Bureau of Statistics
- Pesticides board
- Ministry responsible for agriculture and pesticides
- Government laboratory responsible for chemical analysis
- Ministry responsible for trade and industry issues
- Ministry responsible for financial issues and import duties
- Ministry responsible for environmental protection
- Environmental protection agency
- Ministry responsible for legal affairs and prosecution
- Industry and trade associations
- National committee on climate change and ozone
- Non-governmental organizations
- National training institutes and academies
- National institutes of science and research
- Media and general public (during opening, closing and awareness sessions)
- Any other agencies whose input and involvement will be necessary for the implementation of the licensing system.

3. Methodology

Phase I: Train-the-trainers workshop for customs and other enforcement officers

The train-the-trainers workshop for customs and other enforcement officers in each of the PICs

The design of the programme requires that an ODS import/export licensing system and related ODS regulations are in place before the train-the-trainers workshop starts. The establishment of such licensing system was made mandatory by Decision IX/8 of the Ninth Meeting of the Conference of Parties to the Montreal Protocol.

The preparation of the workshop requires the development of the nine countries Handbook on ODS Legislation and Import / Export Licensing System" by the National Compliance Centre officer and a local legal consultant. The Country Handbook complements the UNEP training manual "Customs Officer Training on Substances Depleting the Ozone Layer” by providing country-specific information and data.

The project preparation follows a participatory approach and will involve a number of local resource persons. Some case studies on smuggling schemes will be presented to test participants’ knowledge of what they had learned throughout the workshop and four small working groups will be created during the breakout session in order to discuss specific topics. Each group will prepare a report with their findings and recommendations.

During group discussions, the participants will plan Phase II and III of the training programme and prepare detailed recommendations, a tentative concept note, agenda and implementation schedule.

A practical hands-on session is included in the programme to identify different types of refrigerants using the pressure-temperature method, leak detector and digital refrigerant identifier. Product and packaging labels will be checked. Refrigerant identifiers, leak-detectors as well as ODS, examples of ODS packaging and ODS products / equipment will be available for demonstration purposes.

Wrap-up sessions will be held at the end of every day and the participants will conduct a workshop evaluation and agree a final set of recommendations.

Each participant will receive a “Certificate of Participation” from the Government of the country and become registered at the end of the workshop.

The workshop report will be disseminated to all participants and members of the contact group on customs training. It will also be placed on UNEP's homepage at: http://www.uneptie.org/ozonaction.html.

Phase II: Subsequent training of the remaining customs and enforcement officers in the country

The remaining customs and enforcement officers in the country will be trained by the trained customs trainers who have participated in the Phase I training. Phase II of the training programme will take into account the recommendations from the train-the-trainers workshops and be based on the "UNEP Customs Training Manual".

A certain number of experienced customs officers may receive training on ozone-related issues as part of the continuous customs re-training programme.

The customs department will be expected to incorporate a Montreal Protocol training module on control and monitoring of ODS in its curriculum to ensure that future customs officers are trained on this aspect. This will be done within the ongoing training activities of the customs department.

The NOU, the customs department and the local legal consultant will be responsible for the implementation of Phase II training.

The NOU will co-ordinate, monitor and follow-up on the Phase I and II training and report progress in project implementation to SPREP**.**

After completion of Phase II of the training programme, the NOU will evaluate the results of the training programme and prepare a follow-up & evaluation report. This report will be submitted to SPREP.

4. Content and structure of the train-the-trainers workshop

The training materials and the workshop agenda are designed to ensure that the objectives set out for the training programme are achieved (see Section 2).

The workshop agenda includes the following sessions:

Session 1:	Ozone layer depletion
Session 2:	International response
Session 3:	National obligations and response
Session 4:	National import / export licensing system
Session 5:	Checking papers, forms and permits
Session 6:	Related international conventions
Session 7:	Global & regional context
Session 8:	Role of customs officers and other key stakeholders
Session 9:	Illegal trade with ODS and ODS-containing equipment and goods
Session 10:	Identification of ODS and ODS-containing equipment
Session 11:	Practical exercises on identification of ODS
Session 12:	Safe handling, transport and storage of ODS
Session 13:	Breakout Session on effective operation of ODS import / export licensing system and enforcement of ODS regulations

Session 14: Action planning for Phase II and III of the customs training
Session 15: Workshop evaluation.

Time will also be allocated for discussions among the participants and the presenters on the further implementation of the RMP and the implementation of Phase II and III of the training programme.

Each day a discussion session will be held to draw conclusions and make recommendations for adoption during the last day of the workshop.

5. Follow-up

This training programme is part of the Pacific Regional Strategy to implement the Montreal Protocol and is also included in each country's individual National Compliance Action Plan (NCAP). As such it will be accompanied by other training and policy related activities as defined in the RMP.

The NCC in each country will establish a monitoring mechanism to ensure that the objectives of the training programme are met and will produce a follow-up report on the status of implementation of the training programme.

The NCC will consider and, as far as possible, implement the workshop recommendations as adopted by the workshop participants. The recommendations should also be communicated to the relevant decision-makers and politicians.

ANNEX VIII

CASH ADVANCE STATEMENT

Statement of cash advance as at:

And cash requirements for the quarter(s) of:

Name of the Implementing Organisation:

Project No:

Project Title:

I. Cash statement	Dates	Amount
Opening cash balance as at:		
Add: cash advances received:		
Total cash advanced to date:		
Less: total cumulative expenditure incurred:		
Closing cash balance as at:		

II. Cash requirement forecast

Estimated disbursement for the quarter ending:	
Estimated disbursement for the following quarter ending:	
Less: closing cash balance (see item 5, above)	
Total cash requirement for the 3rd and 4th quarter(s):	

Requested prepared by: Request approved by:

ANNEX IX – Format for Half-Yearly Progress Report

UNITED NATIONS ENVIRONMENT PROGRAMME
SIX MONTHLY PROGRESS REPORT

SECTION 1 – BACKGROUND INFORMATION

1.1 Project Title:

1.2 Project Number:

1.3 Responsible Office: (PAC/Unit/Branch)

1.4 Coordinating Agency or Supporting Organisation (if relevant)

1.5 Reporting Period: (the six months covered by this report)

1.6 Relevant UNEP Programme of Work Component Number: (3 digits)

SECTION 2 – PROJECT STATUS

2.1 Status of the Implementation of the Activities and Outputs Listed Under the Workplan in the Project Document (check appropriate box)

☐ Project activities and outputs listed in the Project Workplan for the reporting period have been Materially completed and the responsible Office is satisfied that the project will be fully completed on time (give reasons for minor variations as Section 3 below)

☐ Project activities and outputs listed in the Project Workplan for the reporting period have been Altered (give reasons for alterations: lack of finance; project reformulated; project revisions; other at Section 3 below)

☐ Project activities and outputs listed in the Project Workplan for the reporting period have not been Fully completed and delays in project delivery are expected (give reasons for variations in Section 3.1 and new completion date in Section 3.2 below)

☐ Insufficient detail provided in the Project Workplan

2.2 List Actual Activities/Outputs Achieved in the Reporting period:
(please tick appropriate box)

(a) MEETINGS (UNEP-convened meetings only)

☐ Inter-governmental (IG) mtg ☐ Expert Group mtg ☐ Training Seminar/Workshop
☐ Others

Title: _____

Venue and dates: _____

Convened by: _____Organized by: _____

Report issued as doc. No/Symbol: _____ Languages: _____ Dated: _____

For Training Seminar/Workshop, please indicate: No. of participants: _____ and attach Annex giving names and nationalities of participants.

(b) PRINTED MATERIALS

☐ Report to IG mtg ☐ Technical Publication ☐ Technical Report ☐ Others

Title: _____

Author(s)/Editor(s):
_____

Publisher:
_____

Symbol: (UN/UNEP/ISBN/ISSN)
_____

Date of publication: _____
(When technical reports/publications have been distributed, attach distribution list)

(c)

☐ TECHNICAL INFORMATION ☐ PUBLIC INFORMATION

Description:
_____
_____
_____
_____

Dates: _____

(d) TECHNICAL COOPERATION

☐ Grants and Fellowships
☐ Staff Missions
☐ Advisory Services
☐ Others (describe)

Purpose

_____

_____

Place and Duration

_____

For Grants/Fellowships, please indicate:

Beneficiaries	Countries/Nationalities	Cost (in US$)
_____	_____	
_____	_____	
_____	_____	
_____	_____	

(e) SERVICES

Description

_____

_____

_____

_____

Dates _____

(f) OTHER OUTPUTS

For example, Centre of excellence, Network, Environmental Academy, Convention, Protocol, University chair, etc.

_____

_____

_____

_____

_____

SECTION 3 – PROJECT DELIVERY

3.1 Summary of the Problems Encountered in Project Delivery (if any)

_____

_____

_____

_____

_____

_____

3.2 Actions taken or required to solve the problems (identified in Section 3.1 above)

ANNEX X – Format for Terminal Report

Implementing Organization: _____

Project Number: _____

Project Title: _____

1. Project Objectives
   Re-state the objectives, needs and results of the project.

2. Project Activities
   Describe the activities actually undertaken under the project, giving reasons why some activities were not undertaken, if any.

3. Project Outputs
   Compare the outputs generated with the ones listed in the project document. List the actual outputs under the following headings where appropriate:
   (Please tick appropriate box)

(a) MEETINGS (envisaged under the project)

☐ Inter-governmental (IG) Mtg ☐ Expert Group Mtg ☐ Training Seminar/Workshop
☐ Others

Title: _____

Venue and dates

_____

Convened by Organised by

_____

Report issued as doc. No/Symbol _____Languages _____Dated _____

For Training Seminar/Workshop, please indicate: No. of participants _____ and attach annex giving names and nationalities of participants

(b) PRINTED MATERIALS

☐ Report to IG mtg ☐ Technical Publication ☐ Technical Report ☐ Others

Title: _____

Author(s)/Editor(s):

_____

Publisher:

_____

Symbol: (UN/UNEP/ISBN/ISSN)

_____

Date of publication: _____
(When technical reports/publications have been distributed, attach distribution list)

(c)

☐ TECHNICAL INFORMATION ☐ PUBLIC INFORMATION

Description:

_____
_____
_____
_____

Dates: _____

(d) TECHNICAL COOPERATION

☐ Grants and Fellowships ☐ Advisory Services
☐ Others (describe)

Purpose

_____
_____

Place and Duration

_____

For Grants/Fellowships, please indicate:

Beneficiaries	Countries/Nationalities	Cost (in US$)
_____	_____	
_____	_____	
_____	_____	
_____	_____	

(e) OTHER OUTPUTS/SERVICES

For example, Centre of excellence, Network, Environmental Academy, Convention, Protocol, University chair, etc.

_____
_____
_____
_____
_____

4. Use of outputs
State the use made of the outputs.

5. Degree of achievement of the objectives/results
On the basis of facts obtained during the follow-up phase, describe how the project document outputs and their use were or were not instrumental in realizing the objectives/results of the project.

6. Conclusions
Enumerate the lessons learned during the project execution. Concentrate on the management of the project, indicating the principal factors, which determined success or failure in meeting the objectives set down in the project document.

7. Recommendations
Make recommendations to:
(a) Improve effect and impact of similar projects in the future;
(b) Indicate what further action might be needed to meet the project objectives/results.

8. Non-expendable equipment (value over US$1,500)
Please attach to the terminal report a final inventory of all non-expendable equipment (if any) purchased under this project, indicating the following:

Date of purchase, description, serial number, quantity, cost, location and present condition, together with your proposal for the disposal of the said equipment. (See Annex VII for forma

UNITED NATIONS ENVIRONMENT PROGRAMME

Implementing Organization:

Project Title:

Project Number:

Period Covered:

1. Status of implementation of the activities listed under Section 4.2, especially;

(a) Organization put in place or planned, including names of officers in charge at various levels and their responsibilities;
(b) The legislative framework in place or planned;
(c) The system in place or planned to monitor the use of ODS by sector of application
(d) Training and public awareness activities
(e) Other activities

2. Major problems encountered and the actions planned or taken.

3. Identification needs for amendments of the Country Programme, if any;

Project implementation and reductions achieved within the various sectors of ODS.
Application should also be summarised in the attached tables (Appendix IV).

PROGRESS IN PROJECT IMPLEMENTATION AND REDUCTION OF ODS

Given by the …… of ……
(ODS Unit) (department) (country)

Covering the period…….… to……
(month, year) (month, year)

for onward submission to the Secretariat of the Multilateral Fund.

1. ODS Consumption

	Aerosols	Foam	Refrigeration	Solvents	Halons	Other	Total
Baseline consumption of ODS by 19…. (metric tonnes)							
ODS consumption by …….[2] (metric tonnes)							

II
Report given to the Ozone Secretariat on import, production and export, by chemical, is attached (indicate if confidentiality has been requested for any specified figures in this report)

…….
(Date and signature by officer in charge)

[2] The last calender year before the date of the report

Appendix … - Format for Inventory of Non-expendable Equipment

INVENTORY LIST OF NON-EXPENDABLE EQUIPMENT
UNIT VALUE US$ 1,500 AND ABOVE AND ITEMS OF ATTRACTION
As at_____

Project No._____
Project Title_____
Implementing Agency_____
Internal/SO/CA (UNEP use only)_____
FPMO (UNEP use only)_____

Description	Serial No.	Date of Purchase	Original Price (US$)	Present Condition	Curre

The physical verification of the item(s) above was done by:
Name:……..……Signature:...……
(Duly Authorised Official)
Title:...……Date:……...