
**Montreal Protocol
on Substances that
Deplete the Ozone Layer**Distr.: General
7 August 2023Original: English
Arabic, English and French only

**Bureau of the Thirty-Fourth Meeting of the Parties
to the Montreal Protocol on Substances
that Deplete the Ozone Layer
First meeting**
Nairobi, 21 October 2023
Items 3–5 of the provisional agenda***Issues for discussion by and information for the attention of the
Bureau of the Thirty-Fourth Meeting of the Parties to the
Montreal Protocol****Note by the Secretariat****I. Introduction**

1. The Bureau of the Thirty-Fourth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will meet at 4 p.m. on Saturday, 21 October 2023, at the seat of the Secretariat in Nairobi. The present note provides information on items 3 to 5 of the provisional agenda of the meeting. Section II summarizes the action taken by the Ozone Secretariat in response to the decisions adopted by the Thirty-Fourth Meeting of the Parties to the Montreal Protocol. Section III contains information about the review of the agenda, a road map for the conduct of the meeting, and an overview of documents for the Thirty-Fifth Meeting of the Parties to the Montreal Protocol. Section IV covers other matters.

**II. Work to date on the implementation of the decisions of the
Thirty-Fourth Meeting of the Parties to the Montreal Protocol on
Substances that Deplete the Ozone Layer (item 3)**

2. The table in the annex to the present note provides a broad overview of the decisions adopted by the Thirty-Fourth Meeting of the Parties and the action required of and taken by the Secretariat in response to those decisions. The Secretariat will give a presentation to the Bureau highlighting the status of implementation of a number of key decisions.

**III. Review of the agenda of the Thirty-Fifth Meeting of the Parties to
the Montreal Protocol, presentation of a road map for the conduct
of the meeting, and overview of the working documents prepared
for the meeting (item 4)**

3. The Thirty-Fifth Meeting of the Parties to the Montreal Protocol will be held in Nairobi from 23 to 37 October 2023. 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

* UNEP/OzL.Pro.34/Bur.1/1.

segment is scheduled to begin at 10 a.m. on Monday, 23 October, while the high-level segment is scheduled to begin at 10 a.m. on Thursday, 26 October.

4. The provisional agenda for the Thirty-Fifth Meeting of the Parties to the Montreal Protocol (UNEP/OzL.Pro.35/1) was circulated to the parties in August 2023, and the annotated provisional agenda (UNEP/OzL.Pro.35/1/Add.1) will be issued in October 2023. A note by the Secretariat containing background information on the issues on the provisional agenda (UNEP/OzL.Pro.35/2) will be posted on the meeting portal¹ in September 2023. An addendum to that note will be made available in October 2023. Detailed information on issues on the agenda for the meeting is set out in several documents that will be made available on the portal and in the reports of the Technology and Economic Assessment Panel, which are available as background documents (see the list of documents for the meeting in document UNEP/OzL.Pro.35/INF/8).

5. The agenda of the preparatory segment includes all the issues that are expected to be considered during the high-level segment for decision by the parties, including, among other things, issues related to the financial reports of the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol and the budget of the Trust Fund for the Montreal Protocol.

6. The Secretariat will give a presentation to the Bureau on some of the key issues on the provisional agenda and on the organizational aspects of the meeting.

7. With regard to budget-related matters, the Secretariat has prepared proposed budgets for 2024 and 2025 of the Trust Fund for the Montreal Protocol (UNEP/OzL.Pro.35/4, UNEP/OzL.Pro.35/4/Corr.1 and UNEP/OzL.Pro.35/INF/1). Certified financial statements for the trust funds for the Vienna Convention for the Protection of Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer for the fiscal year 2022 have also been made available (UNEP/OzL.Pro.35/5).

8. In accordance with established practice, the Co-Chairs of the Open-ended Working Group of the Parties to the Montreal Protocol will oversee the preparatory segment of the meeting.

9. The opening of the high-level segment on 26 October will be chaired by the President of the Thirty-Fourth Meeting of the Parties to the Montreal Protocol, who will conduct the meeting until the parties elect the President of the Thirty-Fifth Meeting of the Parties to the Montreal Protocol. In accordance with rule 21 of the rules of procedure and the established practice of rotating the posts of president and rapporteur among the regional groups in English alphabetical order, it is expected that the President of the Thirty-Fifth Meeting of the Parties to the Montreal Protocol will be elected from among the Eastern European States, the Rapporteur from among the Asia-Pacific States and the three Vice-Presidents from among the African States, the Latin American and Caribbean States and the Western European and other States. The newly elected President of the Thirty-Fifth Meeting of the Parties to the Montreal Protocol will then guide the parties through the agenda and endeavour to resolve any outstanding issues during the meeting.

IV. Other matters (item 5)

10. As at 7 August 2023, the Secretariat had not been notified of any issues that any party wished to raise under other matters. Members of the Bureau may wish to raise other matters during the adoption of the agenda of the meeting.

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

Annex

Action taken in response to the decisions adopted by the Thirty-Fourth Meeting of the Parties to the Montreal Protocol, as at 7 August 2023

<i>Decision no.</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXIV/1	Recognition of the achievements of Paul Jozef Crutzen, Mario José Molina and Frank Sherwood Rowland, winners of the Nobel Prize in Chemistry in 1995	Notify the parties of the decision.	Parties notified on 30 December 2022.
XXXIV/2	Terms of reference for the study on the 2024–2026 replenishment of the Multilateral Fund for the Implementation of the Montreal Protocol	Request the Technology and Economic Assessment Panel to prepare a report for submission to the Thirty-Fifth Meeting of the Parties to the Montreal Protocol, and to submit it through the Open-ended Working Group of the Parties to the Montreal Protocol at its forty-fifth meeting, on the appropriate level of the 2024–2026 replenishment of the Multilateral Fund.	A notification to prepare the report was sent to the Panel on 2 December 2022. The report of the replenishment task force of the Technology and Economic Assessment Panel was presented to and discussed by the Open-ended Working Group at its forty-fifth meeting, in July 2023. The report presented to the Open-ended Working Group, as well as a supplementary report based on the list of tasks set out in section G of annex I to the report of the forty-fifth meeting of the Open-ended Working Group (UNEP/OzL.Pro.WG.1/45/8), are to be considered by the Thirty-Fifth Meeting of the Parties in October 2023. A decision on the replenishment of the Multilateral Fund is expected to be taken by the Thirty-Fifth Meeting of the Parties.
XXXIV/3	Enabling enhanced access and facilitating the transition to energy-efficient and low- or zero-global-warming-potential technologies	Request the Technology and Economic Assessment Panel to: <ol style="list-style-type: none"> (a) include in its 2023 progress report information on energy-efficient and low- or zero-global-warming-potential technologies; (b) integrate updates on energy efficiency while phasing down hydrofluorocarbons (HFCs) in the refrigeration, air-conditioning and heat pump sectors in its progress and quadrennial assessment reports from 2023 onwards. 	A notification relating to these requests was sent to the Panel on 2 December 2022. The Panel set up a working group to prepare the report, which was set out in a supplement to the Panel's 2023 progress report. The report was presented to the Open-ended Working Group at its forty-fifth meeting, in July 2023.
		Request the Executive Committee to: <ol style="list-style-type: none"> (a) take into consideration the information prepared by the Technology and Economic Assessment Panel in the preparation and finalization of the energy efficiency cost guidance in the context of the Kigali Amendment (decision XXVIII/2, para. 22), and to report on progress in the context of the annual report of the chair of the Executive Committee to the Meeting of the Parties; (b) continue to support activities to maintain and enhance energy efficiency while phasing down HFCs in countries wishing to do so. 	A notification of the decision was sent to the Chief Officer of the secretariat of the Fund on 16 November 2022.

<i>Decision no.</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
		Organize a one-day workshop in 2023, back to back with the Meeting of the Parties, to share information, experiences and lessons learned, and assess challenges related to ways of improving availability and accessibility of energy-efficient equipment and equipment using low- or zero-global-warming-potential alternatives during the implementation of the Kigali Amendment.	The Secretariat will hold a workshop on energy efficiency on 22 October 2023 in Nairobi, immediately prior to the Thirty-Fifth Meeting of the Parties.
		Prepare a report of existing policies addressing the interlinkages between phasing down HFCs and enhancing energy efficiency.	The Secretariat is preparing a report on existing policies addressing the interlinkages between phasing down HFCs and enhancing energy efficiency that will be made available for the workshop on energy efficiency and the Thirty-Fifth Meeting of the Parties.
XXXIV/4	Illegal import of certain refrigeration, air-conditioning and heat pump products and equipment	Invite parties that have restricted the manufacture and/or import of certain refrigeration, air-conditioning and heat pump products and equipment containing or relying on controlled substances, including with respect to energy efficiency, and that do not want to receive such products and equipment from other parties against payment or free of charge, to submit the information specified in the decision.	A letter relating to this request was sent to parties on 15 February 2023. The Secretariat has made information received from parties available on the Secretariat website (https://ozone.unep.org/countries/additional-reported-information/information-submitted-parties-under-decision-xxxiv4) after obtaining the consent of those parties.
XXXIV/5	Identification of gaps in the global coverage of atmospheric monitoring of controlled substances and options for enhancing such monitoring	Request the Technology and Economic Assessment Panel to prepare a report for the forty-fifth meeting of the Open-ended Working Group on chemical pathways in which substantial emissions of controlled substances are likely to occur, gaps in understanding those sources of emissions, and best practices available to control those emissions.	A notification to prepare the report was sent to the Panel on 2 December 2022. The report of the Panel was presented to and discussed by the Open-ended Working Group at its forty-fifth meeting in July 2023.
XXXIV/6	Ongoing emissions of carbon tetrachloride	Share with the Technology and Economic Assessment Panel the information submitted by parties that have production of carbon tetrachloride, as well as by-production, or use of carbon tetrachloride as a feedstock for other substances or as a process agent, on a voluntary basis, by 1 February 2023, on the national procedures and frameworks in place for the management of such activities in their respective countries.	A letter was sent to relevant parties on 5 December 2023. Information received by the Secretariat was forwarded to the Technology and Economic Assessment Panel. A review of the submissions received by the Secretariat was conducted by the Medical and Chemicals Technical Options Committee and set out in section 5.4 of the Panel's 2023 progress report (Volume 1, May 2023).
XXXIV/7	Strengthening institutional processes with respect to information on HFC-23 by-product emissions	Request the Technology and Economic Assessment Panel to prepare a report for the Thirty-Fifth Meeting of the Parties to include information on the possible chemical pathways that could be used in the production of Annex C, Group I, or Annex F substances that may generate HFC-23 as a by-product, a compilation of information on the amount of HFC-23 generation and emissions from facilities that manufacture Annex C, Group I, or Annex F substances, the reporting of which is required under Article 7 of the Montreal Protocol; and best practices available to control these emissions.	A notification to prepare the report was sent to the Panel on 2 December 2022. The report will be presented to the Thirty-Fifth Meeting of the Parties.

<i>Decision no.</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXIV/8	Strengthening Montreal Protocol institutions, including for combating illegal trade	<p>Compile and regularly summarize the practices of illegal trade reported under paragraph 3 of the decision, as well as the approaches taken by national authorities to identify and address such cases.</p> <p>Identify common features of licensing systems to assist parties wishing to improve their national licensing systems for controlled substances.</p> <p>Organize a one-day workshop on further strengthening effective implementation and enforcement of the Montreal Protocol, back to back with the forty-fifth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol.</p> <p>Prepare a background information paper outlining issues to be discussed at the workshop and reflecting discussions at the forty-fourth meeting of the Open-ended Working Group and the Thirty-Fourth Meeting of the Parties for consideration at the forty-fifth meeting of the Open-ended Working Group.</p>	<p>A summary of illegal trade practices and the approaches taken by national authorities to identify and address such cases (UNEP/OzL.Pro/Workshop.11/2/Add.1–UNEP/OzL.Pro.WG.1/45/5/Add.1) and a summary of common features of licensing systems (UNEP/OzL.Pro/Workshop.11/2/Add.2–UNEP/OzL.Pro.WG.1/45/5/Add.2) were prepared and made available for the workshop on strengthening the effective implementation and enforcement of the Montreal Protocol and the forty-fifth meeting of the Open-ended Working Group.</p> <p>A workshop on strengthening the effective implementation and enforcement of the Montreal Protocol was organized by the Secretariat on 2 July 2023. A summary of the workshop (UNEP/OzL.Pro/Workshop.11/3–UNEP/OzL.Pro.WG.1/45/6) was made available to the Open-ended Working Group at its forty-fifth meeting.</p> <p>A background information paper on issues to be discussed at the workshop on strengthening the effective implementation and enforcement of the Montreal Protocol (UNEP/OzL.Pro/Workshop.11/2–UNEP/OzL.Pro.WG.1/45/5) was prepared and made available for the workshop and the forty-fifth meeting of the Open-ended Working Group.</p>
XXXIV/9	Critical-use exemptions for methyl bromide for 2023	Notify parties with approved methyl bromide critical-use exemptions of the decision.	Letters were sent to relevant parties on 2 December 2022.
XXXIV/10	Stocks and quarantine and pre-shipment uses of methyl bromide	<p>Invite parties to submit to the Ozone Secretariat, on a voluntary basis, by 1 June 2023: (a) a list of the pest and commodity combinations in which methyl bromide is needed or used in their respective countries; (b) accessible data on the volumes of pre-phase-out methyl bromide stocks at the country level.</p> <p>Request the Technology and Economic Assessment Panel and its Methyl Bromide Technical Options Committee, in consultation with the secretariat of the International Plant Protection Convention, to provide updated information, as part of its progress report to the Open-ended Working Group at its forty-fifth meeting, on current quarantine and pre-shipment uses for which alternatives are available.</p>	<p>A general letter was sent to parties on 30 December 2022 and a specific letter was sent to parties in April 2023.</p> <p>A notification was sent to the Panel on 2 December 2022. The response of the Methyl Bromide Technical Options Committee was set out in section 4.2 of the Panel's report. The Open-ended Working Group considered the report at its forty-fifth meeting.</p>

<i>Decision no.</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
		Invite parties to take into account the standards and guidelines under the International Plant Protection Convention in their national processes and to consider the potential for uptake of practices to minimize the use of methyl bromide.	A general letter was sent to parties on 30 December 2022 and a specific letter on April 2023.
XXXIV/11	Composition, balance and workload of the Technology and Economic Assessment Panel and its technical options committees	Request the Technology and Economic Assessment Panel, including through consultation by the co-chairs of the technical options committees with their members, to provide more information on existing challenges and potential options for the future configuration and function of its technical options committees, for consideration by the Open-ended Working Group at its forty-fifth meeting.	A notification was sent to the Panel on 2 December 2022. The Panel set up a working group, whose recommendations were set out in chapter 8 of its 2023 progress report. The Working Group considered the existing challenges and potential options for the future configuration and functions of the Panel's technical options committees at its forty-fifth meeting and agreed to consider the matter further at the Thirty-Fifth Meeting of the Parties.
XXXIV/12	Updating the information on relevant safety standards	To continue providing information on relevant safety standards, as requested in decision XXIX/11, at least prior to each Meeting of the Parties up until the Forty-First Meeting of the Parties, when parties should consider whether to renew that request to the Secretariat. To include further relevant safety standards when notified by a party or a group of parties of the adoption of a standard.	Information on relevant safety standards will be updated in September 2023.
XXXIV/13	Collecting data to understand potential impacts of the coronavirus disease (COVID-19) pandemic on hydrofluorocarbon consumption for Group 1 parties operating under paragraph 1 of Article 5	Prepare for consideration at the forty-fifth meeting of the Open-ended Working Group: (a) information on the HFC consumption for the years 2020, 2021, and 2022 and the calculated baselines of Group 1 parties operating under paragraph 1 of Article 5 that have reported relevant data; (b) information on HFC consumption for the years 2018 and 2019 of Group 1 parties operating under paragraph 1 of Article 5 where information is available.	Group 1 Parties operating under paragraph 1 of Article 5 of the Montreal Protocol were notified of the decision on 8 December 2022, with reminders sent to specific parties in April 2023. A document containing HFC consumption data for Article 5 Group 1 parties (UNEP/OzL.Pro.WG.1/45/4/Rev.1) was made available for consideration by the Open-Ended Working Group at its forty-fifth meeting.
		Request the Executive Committee, at its ninety-first meeting, to consider requesting the secretariat of the Multilateral Fund to provide to the Ozone Secretariat any HFC consumption data it has available that could assist the Ozone Secretariat in preparing the information requested above.	A letter was sent to the Fund secretariat on 5 May 2023.
XXXIV/14	Data and information provided by the parties in accordance with Article 7 of the Montreal Protocol	Notify relevant parties of the decision.	A request for data was sent to specific parties notified in December 2022.

<i>Decision no.</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
XXXIV/15	Status of the establishment of licensing systems under Article 4B, paragraph 2 bis, of the Montreal Protocol	Notify concerned parties of the decision.	Concerned parties were notified on 16 November 2023.
XXXIV/16	Revision of the baseline data for Madagascar	Notify Madagascar of the decision.	Madagascar was notified on 29 November 2022 and the baseline data were updated in the system.
XXXIV/17	Enhancing participation in the work of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol through co-option	Notify the Chief Officer of the secretariat of the Fund of the decision, for action as required.	A notification was sent to the Chief Officer on 16 November 2022.
XXXIV/18	Changes in the membership of the Technology and Economic Assessment Panel	Notify the incoming members of the Technology and Economic Assessment Panel of the decision and update the website of the Secretariat to reflect changes in the membership of the panel.	Notifications were sent to new Panel members on 2 December 2022 and relevant pages of the Secretariat website were updated accordingly.
XXXIV/19	Membership of the Implementation Committee	Notify the new members of the Implementation Committee (Lebanon, Netherlands (the Kingdom of), North Macedonia, Senegal and Suriname) of the decision.	Notifications were sent to new Committee members on 22 November 2022 and the Secretariat website was updated accordingly. The Committee met on 1 July 2023 and will meet again on 20 October 2023.
XXXIV/20	Membership of the Executive Committee of the Multilateral Fund	Update the website of the Secretariat to list the members selected to serve on the Executive Committee (Australia, Belgium, Brazil, Burkina Faso, China, Cuba, Estonia, Finland, Ghana, Italy, Japan, Kenya, Kuwait and the United States of America).	The Secretariat website was updated on 6 December 2022. Notifications were sent to the Chair and Vice-Chair of the Committee on 22 November 2022. The Executive Committee met from 29 May to 2 June 2023 and will meet again from 15 to 19 December 2023.
XXXIV/21	Co-Chairs of the Open-ended Working Group of the Parties to the Montreal Protocol	Notify selected Co-Chairs, Mr. Ralph Brieskorn (Netherlands (Kingdom of the)) and Mr. Vidémé Amèh Djossou (Togo), of the decision.	Letters were sent to the Co-Chairs on 23 November 2022. The forty-fifth meeting of the Open-ended Working Group was convened in person in July 2023 and led by the two Co-Chairs.
XXXIV/22	Status of ratification of the Kigali Amendment to the Montreal Protocol	Notify parties that have not yet ratified the Kigali Amendment.	A notification was sent on 18 November 2022 to Parties to the Montreal Protocol that had not yet ratified the Kigali Amendment and regular follow-up with parties has been ongoing since that time.
XXXIV/23	Thirty-Fifth Meeting of the Parties to the Montreal Protocol	Notify all the parties of the decision and work on logistics for holding the meeting.	The Secretariat is organizing the Thirty-Fifth Meeting of the Parties from 23 to 27 October 2023. Invitations to the meeting were circulated to all parties on 17 July 2023.
XXXIV/24	Financial reports and budgets for the Montreal Protocol on Substances that Deplete the Ozone Layer	Notify all the parties of the decision and enter into discussions with any party whose contributions have been outstanding for two or more years with a view to finding a way forward, and report on the outcome of those discussions to the Thirty-Fifth Meeting of the Parties to the Montreal Protocol.	Letter to be sent in September 2023 to the parties whose contributions have been outstanding for two or more years. The outcome of the discussions with these parties is to be presented to the Thirty-Fifth Meeting of the Parties.

<i>Decision no.</i>	<i>Title</i>	<i>Action required of the Secretariat</i>	<i>Action taken by the Secretariat</i>
		Provide regular information on earmarked contributions and include that information, where relevant, in the budget proposals of the Trust Fund, to enhance transparency with regard to the actual income and expenses of the Trust Fund.	The Secretariat has provided certified financial statements and budget performance for the year 2022 for the trust funds for the Vienna Convention for the Protection of Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer (UNEP/OzL.Pro.35/5).
		Report on the cash balance and the status of contributions to the Trust Fund in financial reports.	
		Prepare fact sheets for the presentation of future budgets.	Fact sheets have been prepared and presented in document UNEP/OzL.Pro.35/INF/1.
		Ensure the full utilization of the programme support resources available to it in 2023 and in later years and, where possible, offset programme support resources against the administrative components of the approved budget.	Before the end of the year, staff costs for staff with administrative roles may be transferred to/from the programme support costs budget, as appropriate, in accordance with this request.
		Prepare budgets and work programmes for the years 2024 and 2025, based on the projected needs, for two budget scenarios: (a) a zero-nominal-growth scenario based on the 2023 approved budget; (b) a scenario based on recommended adjustments to the zero-nominal-growth scenario, indicating the related additional costs or savings.	Section II of document UNEP/OzL.Pro.35/4 presents proposed budgets for 2024 and 2025 of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer. The two scenarios referred to in the decision have been presented for the year 2024. For the year 2025, only the zero-nominal-growth scenario has been presented.