



**UNDP Project Document**

**UNDP-MLF**

Government of Moldova

United Nations Development Programme

**MOL/PHA/55/PRP/21**

**Preparation of an HCFC Phase Out Management Plan (HPMP)**

**PROJECT SUMMARY**

This document describes the proposed institutional arrangements and budgets for the preparation of an HCFC Phase-out Management Plan (HPMP) for Moldova, which has assigned to UNDP, the responsibility of preparing the HPMP. Such arrangements would need:

- a) To reflect national context and priorities, national policies and country-drivenness and consequently would need the agreement of Moldova's Ministry of Environment and its National Ozone Office (Moldova-MOE/NOU) to the proposals contained herein;
- b) To facilitate seamless application of the proposed arrangements to the implementation stage of the HPMP to follow, once it is approved;
- c) To draw upon the lessons learnt from functioning of institutional arrangements and operational mechanisms employed for the Terminal Phase-out Management Plan (TPMP) and to the extent possible integrate existing infrastructures;
- d) To be dynamic and evolving, and to be open for revisions and adaptation as necessary in response to evolving situations.

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Executing Agency: Moldova's MOE/NOU

MLF Budget: US\$ 85,000

Starting Date: 1 October 2008

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### ACRONYMS

<b>CFC</b>	<b>Chlorofluorocarbon</b>
<b>HCFC</b>	<b>Hydrochlorofluorocarbon</b>
<b>HPMP</b>	<b>HCFC Phase out Management Plan</b>
<b>HFC</b>	<b>Hydro fluorocarbon</b>
<b>IA</b>	<b>Implementing Agency</b>
<b>MAC</b>	<b>Mobile Air Conditioning (Systems)</b>
<b>MDI</b>	<b>Metered Dose Inhaler</b>
<b>MLF</b>	<b>Multilateral Fund</b>
<b>ODP</b>	<b>Ozone Depleting Potential</b>
<b>ODS</b>	<b>Ozone Depleting Substances</b>
<b>RMP</b>	<b>Refrigerant Management Plan</b>
<b>TPMP</b>	<b>Terminal Phase-Out Management Plan</b>

## **SECTION I : Narrative**

### **PART I: Situational analysis**

The Republic of Moldova ratified the Vienna Convention and Montreal Protocol in July 1996 and all its amendments in 2001, 2005 and 2006.

The XIXth Meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6, adopted an accelerated phase-out schedule for HCFCs. The first control is the freeze on production and consumption of HCFCs which would be from 01 January 2013, at the Baseline Levels (average of 2009 and 2010). The second control step is the reduction of 10% from the Baseline Levels. The decision also directed the Executive Committee of the Multilateral Fund to assist the Parties in preparation of HCFC phase-out Management Plans.

The 54th Meeting of the Executive Committee in April 2008, through Decision 54/39, adopted guidelines for preparation of HCFC phase-out management plans. These guidelines provide indicative outline and contents of the HCFC phase-out management plans, which are essentially based on earlier guidelines developed and followed for the Terminal Phase-out Management Plan (TPMP) (RMPs/TPMPs/SPPs/NPPs). The decision has the following key elements:

- a) Adoption of a staged approach to implementation of the HCFC phase-out management plans within the context of an overall national strategy. The first stage would focus on compliance with the 2013 freeze and 2015 reduction targets. The second stage would focus on HCFC phase-out in compliance with the future reduction control targets.
- b) Commitments to achieving the 2013 and 2015 control milestones through performance-based agreements

In countries where there are multiple implementing agencies, a lead agency should be designated to coordinate the overall development of the HCFC phase-out management plans. This is not the case in Moldova.

In order to assist Moldova in the preparation of its HPMP, UNDP submitted a request for project preparation to the 55<sup>th</sup> meeting of the Executive Committee which was held in July 2008. As a result, the Committee approved an amount of US\$ 85,000 to this end.

### **PART II: STRATEGY**

#### **II.1. Roles and Responsibilities of Stakeholders**

This section outlines the roles and responsibilities of respective stakeholders in the implementation of activities involved in the preparation of the HPMP.

#### **a. Moldova's Ministry of Environment (Moldova-MOE)**

The Moldova's Ministry of Environment is the designated Agency responsible for the Montreal Protocol program implementation in Moldova and operates through several departments, institutions and organizations. The key responsibilities of Moldova-MOE in context of the Montreal Protocol are as below:

- Developing basic national principles on global issues; administering international cooperation and exchanges; participating in and coordinating important international activities; coordinating and implementing relevant overseas funded projects; and responsible for liaison with international development as well as environmental organizations;
- Acting as focal point of managing, organizing and coordinating implementation activities;
- Formulating general and specific policies, laws and regulations, and administrative rules and regulations and organizing their implementation;
- Organizing research and development, and technical demonstration projects;
- Administering information/management systems, labeling and certification programmes;
- Responsible for monitoring, statistics and information; formulating monitoring systems and norms; guiding and coordinating promotion, education, and publishing work; and promoting the participation of the public and NGOs

#### **b. National Ozone Unit (NOU)**

The NOU is part of the Moldova's Ministry of Environment. It carries out all tasks mentioned in the previous section when they relate specifically to the Montreal Protocol. The NOU thus functions as the country's focal point for the coordination of the ODS phase-out projects.

#### **c. Implementing Agency for HPMP Preparation**

UNDP has been designated as the Implementing Agency for the preparation of the HPMP for Moldova. The draft HPMP will be prepared following the guidelines approved by ExCom through Decision 54/39 and this will be done in close cooperation with Moldova-MOE. UNDP will submit the HPMP document to ExCom upon endorsement of the final draft HPMP by Government. The role of UNDP during the preparation of HPMP would be as follows

##### Implementing Agency (UNDP)

##### With respect to Moldova-MOE/NOU

- Support Moldova-MOE/NOU in ensuring an effective and smooth process in preparation of the HPMP;
- Support Moldova-MOE/NOU in review and endorsement process on the draft HPMP, for timely finalization and submission to the ExCom;
- Provide assistance with policy, management and technical support to Moldova-MOE/NOU when required

##### With respect to Industries/commercial sectors

- Assist Moldova-MOE/NOU in the process of consultations with industries, commercial sectors and other relevant stakeholders on the technical and logistical aspects of the preparation of the sectoral and integrated HPMP;

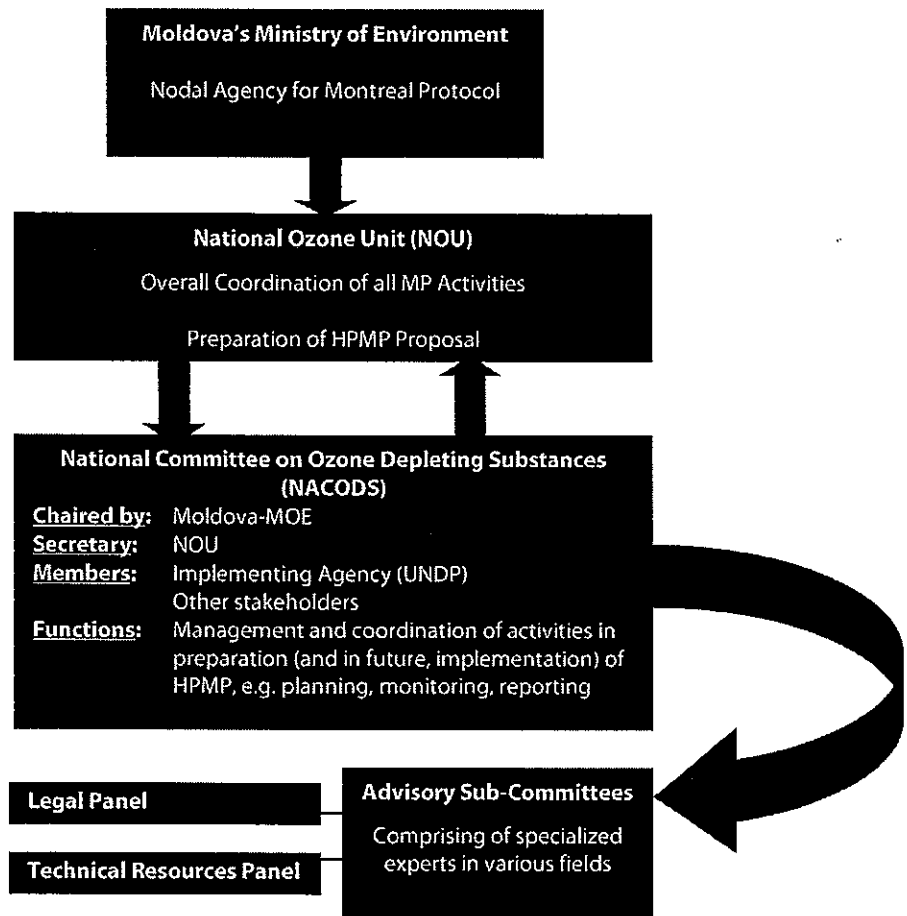
- Assist Moldova-MOE/NOU regarding discussions with industries, commercial sectors and relevant stakeholders on identification and selection of alternative technologies and technology transfer;

*With respect to MLF Secretariat and ExCom*

- Undertake consultations and clarifications with MLF Secretariat on HPMP guidelines and HPMP preparation process to facilitate effective preparation;
- Assist Moldova-MOE/NOU in responding to comments on HPMP from MLF/ExCom.

**II.2. Proposed Institutional Framework**

It is proposed to establish the following institutional framework for preparation of the HPMP, which can be subsequently adapted for implementation of the HPMP.



**Figure-1: Proposed Institutional Framework**

**a) HPMP Preparation by NOU**

The NOU is an existing infrastructure for the day-to-day physical implementation of activities created for the TPMP, and is therefore ideal to carry out this task.

The implementation structure would comprise the National Ozone Officer assisted by at least one professional expert. The NOU would have the following key responsibilities:

- Operational responsibility for implementation of activities under the HPMP preparation with the assistance of the implementing agency (with a possibility that such tasks will be continued during the implementation phase also).
- Interact with prospective recipient enterprises in various sectors.
- Manage enterprise participation and enterprise-level phase-out/conversion activities (during implementation)

**b) National Committee for Ozone Deplete Substances (NACODS)**

NACODS will serve as an overall coordination body for activities related to the preparation and implementation of the HCFC phase-out management plan.

Members

- Representatives from Moldova-MOE, the National Committee on Ozone Depleting Substances (NACODS) and the Implementing Agency (UNDP) as core members
- The National Ozone Officer
- Representatives from the Technical Resources Panel and other advisory panels (see below) as invitees when required
- Moldova-MOE representative acts as Chair
- The National Ozone Officer acts as Secretary

Functions

- Overall coordination of implementation in collaboration with Moldova-MOE/NOU
- Periodic review and monitoring/evaluation of progress of implementation
- Any corrective interventions as required
- Technical and policy advice to Moldova-MOE/NOU on HCFCs as necessary
- Approval body for annual work plans and annual budgets for all activities
- Review and endorsement of progress reports.
- Commission any required performance verification

It is expected that NACODS would meet at least twice a year for review and coordination of HPMP preparation and future implementation activities.

**c) Advisory Sub-Committees**

NACODS, in consultation with the Moldova-MOE/NOU, will establish advisory sub-committees to provide specialized technical and other advice for implementation of various activities under the HPMP. The advisory sub-committees could cover technical, financial, legal and other aspects, pertaining to the preparation and implementation of the HCFC phase-out management plan. At a minimum, it is

considered necessary to establish a Technical Resources Sub-Committee for providing technical advice upon request, to NACODS on technologies related to HCFCs and HCFC alternatives.

#### Technical Resources Sub-Committee

The sub-committee will comprise of:

- National technical experts for each sector
- Senior technical representatives from government and national scientific and technical institutions
- Senior technical expert(s) from IA as required

The functions of the sub-committee would be to, upon request by NACODS:

- Provide strategic and substantive technical advice on HCFC alternatives in various applications in the country context
- Assist in resolution of technical issues during implementation

#### II.3. HPMP Preparation

The preparation of the national HPMP would involve the following broad activities:

- Initiation meeting of NOU, National Expert and International Expert
- Constituting the national team
- Data Collection
- Data Analysis
- Stakeholder discussions and inputs to strategy development
- Draft document preparation
- Stakeholder workshops
- Finalization of the HPMP (Stage-I) proposal

An HPMP-guidance document is currently under preparation and will assist all stakeholders throughout the HPMP-preparation process to collect relevant data, prepare strategies and prepare the HPMP document including funding requests.

##### **a) Initiation Meeting**

The initial meeting between NOU, National Expert and International Expert would mark the commencement of activities involved in the preparation of the HPMP. The expected outcomes of this meeting would be to finalize the roles and responsibilities of the various stakeholders, development and finalization of the terms of reference for activities and personnel, finalization of work plans for various activities and development of formats and templates for data collection and reporting.

##### **b) Constituting the National Team**

NACODS is already operational. The survey team and the Technical Resources Sub-Committee will be constituted.

##### **c) Data Collection**

Data collection on industry profiles, baselines, consumption, etc. will be collected for various HCFC-consuming sectors, through a survey team and other national experts. This would include the development of appropriate questionnaires and formats for reporting the information and data collected. The data collected would be cross-checked and verified by the NOO and the NOU's National Expert in terms of legal eligibility as per local regulations.

**d) Data Analysis**

The data analysis would include but not necessarily be limited to classification of data based on present and historical HCFC consumption by enterprise, sector, sub-sector and application, list of HCFC users segregated by sector/sub-sector, data on first and second conversions by sector/sub-sector, historical (production where applicable) consumption and export data by sector/sub-sector, projected growth trends until 2009/10 and required reductions in HCFC consumption for meeting the 2013 freeze and 2015 reductions, by sector/sub-sector.

**e) Limited participation stakeholder discussions and inputs to strategy development**

The summarized data and data analysis will be discussed at a limited participation stakeholder discussion for developing strategies for compliance with 2013 freeze and 2015 reduction. The invitees will include Moldova MOE officials, members of NACODS, refrigeration association experts/representatives, large importers of refrigerants, importers of R&AC equipment operating on HCFC-22 and international suppliers. The strategies will be incorporated into the draft proposal.

**f) Preparation of draft proposal**

Based on the data collected, and inputs from the stakeholder discussions and inputs to strategy development, sector-wise draft proposals would be prepared in collaboration with Moldova-MOE/NOU. These sector-wise plans will be collated and integrated into an overall draft national HPMP (First Stage) proposal. The draft HPMP (First Stage) proposal will be prepared focusing on compliance with the 2013 freeze and 2015 reductions with respect to the baseline (average of 2009 and 2010) levels. The draft HPMP (First Stage) proposal would be discussed by NACODS and would be forwarded to Moldova-MOE/NOU for further comments from national stakeholders.

**g) Stakeholder workshops**

The draft HPMP (First Stage) document will be circulated by Moldova-MOE/NOU among the various national stakeholders. The workshops will have participation from key national stakeholders, implementing agency, national and international experts, key representatives of the national scientific and technical institutions and industry representatives. The comments and recommendations of the stakeholders shall be collected and collated by Moldova-MOE/NOU and incorporated into the final draft of the HPMP (First Stage) proposal in cooperation with UNDP's international expert.

**h) Finalization of the HPMP Proposal**

NACODS will review the final draft which will incorporate the comments received from national stakeholders workshops and finalise the document. The final proposal will be sent to government for endorsement and thereafter submitted to MLF through UNDP.



## **PART III: Management Arrangements**

### **III.1. Execution Modality.**

The project will be managed as nationally executed project (NEX) by the Government of Moldova, Ministry of Environment through its National Ozone Office.

In accordance with standard UNDP procedures, all resources/ equipment gained through project support remains the property of UNDP until project closure when a decision will be taken as to how to dispose of these resources. It is standard practice to leave these resources after project closure as a contribution to the development of national capacity.

### **III.2. Time Frame/Monitoring Milestones for HPMP Preparation**

As the HPMP preparation funding was approved at the 55th ExCom Meeting, considering the limited timeframe available for 2013 compliance, the HPMP is expected to be ready for submission to the 59th ExCom Meeting in November 2009. This allows for a net period of about 9 months from October 2008 for completing the activities needed for preparation of the HPMP, after taking into consideration the lead time of submission of 14 weeks prior to the ExCom:

<b>MILESTONE/TIME FRAME (In months)</b>	<b>M1</b>	<b>M2</b>	<b>M3</b>	<b>M4</b>	<b>M5</b>	<b>M6</b>	<b>M7</b>	<b>M8</b>	<b>M9</b>	<b>M10</b>
Start-up of project activities	X									
Constituting the national team	X									
Data collection	X	X	X	X	X					
Data collation & analysis				X	X	X				
Stakeholder meeting for strategy development							X			
Preparation of draft proposal								X	X	
Stakeholder consultations									X	
Finalization and submission										X

## **SECTION II: STRATEGIC RESULTS FRAMWORK**

All the activities to be implemented by UNDP under this HPMP are presented in the above section II.3 from a) through h). The results expected are in fact the submission and approval of the HPMP document by the Executive Committee. As the nature of this project is limited to project preparation activities only, no full-fledged "strategic results framework" is being presented herewith.

The funds disbursement criteria are detailed in the Budget and Annual Workplan which follows.

## **SECTION III: TOTAL BUDGET AND WORKPLAN**

The table below only covers the activities to be implemented by UNDP in 2008.

In case of implementation delays, the activities concerned will automatically be transferred from 2008 to 2009.

**MOL/PHA/55/PRP/21 – Preparation of an HCFC Phaseout Management Plan (HPMP)**

MLF Outcome/Activities/Activity	Responsible Party	Source of Funds	DRP/AMEAS/Budget Description	Amount 2008 (USD)	Dept ID	Oper Unit	Funds	Implementing Agency	Donor ID
<b>ACTIVITY 1:</b>									
Personnel and Operational Costs	MOE/NOU	MLF	71300 National Experts	16,000	tbd	tbd	63030	tbd	10009
			71200 International Expert (2 visits, incl international travel) (SEE [REDACTED])	24,000		tbd	63030	tbd	10009
			74500 Operational expenses (travel and communication)	13,000	tbd	tbd	63030	tbd	10009
				<b>53,000</b>					
<b>ACTIVITY 2:</b>									
Data collection and Analysis	MOE/NOU	MLF	72100 Data collection from individual enterprises, industries & other user sectors, as well as refrigeration workshops (to be physically carried out by a team of experts to be constituted by the NOU in collaboration with the National Expert and UNDP). HCFC consuming enterprises would need to be individually visited to obtain additional information at the level of detail required by ExCom decision 54/39	16,500	tbd	tbd	63030	tbd	10009
				<b>16,500</b>					
<b>ACTIVITY 3:</b>									
Stakeholder meeting for strategy development	MOE/NOU	MLF	72100 Meeting arrangements including venue, etc (sub-contract):	1,000	tbd	tbd	63030	tbd	10009
			72100 Documentation and information materials (sub-contract):	1,000	tbd	tbd	63030	tbd	10009
			71600 Local travel and DSA for stakeholders	1,000	tbd	tbd	63030	tbd	10009
				<b>3,000</b>					
<b>ACTIVITY 4:</b>									
Draft Proposal, Stakeholder consultations and Finalization (Stakeholder Workshops)	MOE/NOU	MLF	72100 Meeting arrangements including venue, etc (sub-contract):	4,000	tbd	tbd	63030	tbd	10009
			72100 Documentation and information materials (sub-contract):	2,500	tbd	tbd	63030	tbd	10009
			71600 Local travel and expenses for stakeholders (airfare, DSA, TA):	6,000	tbd	tbd	63030	tbd	10009
				<b>12,500</b>					
			<b>TOTAL UNDP 2008</b>	<b>85,000</b>					

[REDACTED]: The Dept ID for the international consultant should be B0084 since this line will be centrally managed.  
 Note2: tbd = to be determined by the CO

