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UNITED NATIONS DEVELOPMENT PROGRAMME
GOVERNMENT OF TRINIDAD AND TOBAGO
PROJECT BUDGET

Award Number: 00050966
Project Number: 000
Project Title: Extension of Institutional Strengthening Project Phase VII

Start Year: 2013

End Year: 2014

Budget Financing (In US\$)	
INPUTS	REV "A"
UNDP 2G Implementation of Montreal Protocol	US\$60,000
TOTAL INPUTS	US\$60,000

Executing Agency: Ministry of the Environment and Water Resources
Implementing Agent: UNDP



Revision Type: Implementation of the Montreal Protocol

Brief Description:

The Institutional Strengthening Phase Seven (VII) extends the institutional strengthening support to the Ministry of the Environment and Water Resources (MEWR) for the implementation of the Montreal Protocol.

Legal Context:

This project document shall be the instrument referred to in Article 1 of the Standard Basic Agreement between the Government of Trinidad and Tobago and the UNDP, signed by the parties on 28 August, 1989 and shall be governed by normal UNDP practices regarding project revisions, monitoring, evaluation, and special procurement procedures applicable to the Montreal Protocol Programme. The project will be implemented in accordance with the Agreement between the Executive Committee of the Multilateral Fund for the implementation of the Montreal Protocol and UNDP, signed on 21 August, 1991 and the project proposal approved by the Executive Committee at its 68th meeting held in December 2012 in Montreal, Canada.

Approved by:	Signature:	Date:	Name/Title:
UNDP		Oct 16 th 2013	RICHARD BLAWIE UN Resident Coordinator UNEP Resident Rep.
Government (MEWR)		Nov 11, 2013	VIDIA RAMKHERAWAN PERMANENT SECRETARY, MINISTRY OF THE ENVIRONMENT AND WATER RESOURCES

Annex XV

**REVISED FORMAT FOR INSTITUTIONAL STRENGTHENING TERMINAL REPORTS AND
INSTITUTIONAL STRENGTHENING RENEWAL REQUESTS**

**TERMINAL REPORT AND REQUEST FOR EXTENSION OF INSTITUTIONAL
STRENGTHENING FUNDING**

2013 to 2015

1. Country: Trinidad and Tobago
2. National implementing agency / ozone unit: National Ozone Unit Ministry of Environment and Water Resources
3. Implementing agency: National Ozone Unit Ministry of Environment and Water Resources
4. Institutional strengthening (IS) project phases (approved):

Phase	Duration (dd/mm/yy)	Multilateral Fund funding (approved)	Multilateral Fund funding (disbursed)
Phase 1	Oct 1996 – Oct 1998	66,000	66,000
Phase 2	Dec 2000 – Jan 2003	44,000	44,000
Phase 3	Dec 2002 – Dec 2004	57,200	57,200
Phase 4	Jan 2005 – Dec 2007	60,000	60,000
Phase 5	Dec 2007 – Nov 2009	60,000	60,000
Phase 6	Jan 2010 – Dec 2012	60,000	60,000

5. a) Reporting period: January 2007 - September 2012
b) Requested: Phase-VII, US\$60,000, January 2013 - December 2014
6. Data reporting:

Reporting requirement	Reported		Year reported	Year submitted
	yes	no		
Article 7	x		2011	2012
Country programme implementation	x		2011	2012

Country programme implementation	x		2011	2012
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7. Describe the role and position of the National Ozone Unit (NOU) within the national administration, the way its work is supervised and its access to senior decision-makers (this may include cooperation with steering committees, advisory groups or inter-ministerial bodies).

The National Ozone Unit is located within the Ministry of Environment and Water Resources. The portfolio of ODS Project Officer is a full time position dedicated to the implementation of the phase out of ODS and matters relating to the Montreal Protocol. The ODS Project Officer which also holds the position of Deputy Environmental Manager at the Ministry reports to the Manager, Environmental Policy and Planning Division.

The Manager, Environmental Policy and Planning Division reports to the Permanent Secretary of the Ministry which is accountable to the Minister of the Environment and Water Resources. All communications to Heads of Government agencies originate from the office of the CEO, whereas all other correspondence emanate from the Technical Services Department.

8. Indicate the total number staff in the NOU:

- How many are paid under the IS? 1 Full time X Half time _____
- How many are paid by the Government? 1 Full time X Half time _____

9. Is the unit fully staffed? YES NO

If no, explain: Trinidad and Tobago has a very large and vibrant A/C and refrigeration sector and a large consumption of HCFC relative to its size. As such the work of the NOU is very voluminous and sometimes hampered by the limited human resources of the Unit.

10. Please provide details on the status of the implementation of the activities approved from the previous ARE phase and planned activities for the requested phase. Please add specific indicators if necessary.

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (Phase VI/mm/yy)	Planned activities in next phase (Phase VII/mm/yy)	Expected results for next phase
Objective 1: Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption				
Introduction of licensing and quota system for HCFCs			Phase VII/1/2013-12/2014 Introduce quota system, identify quota holders, allot quotas, monitor system	Controlled import of HCFC
Enforcement of control measures to sustain CFC phase out	Conduct refresher courses with customs officials	Phase VI 1/2011 Conducted ad hoc seminars with customs officials	Phase VII 1/2013-12/2014 Continued seminars Re introduction of blend identifiers	Improved monitoring of trade in ODS

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (Phase VI/mm/yy)	Planned activities in next phase (Phase VII/mm/yy)	Expected results for next phase
Monitoring illegal ODS trade (all ODS)	Strengthen system used by Customs Officers in the Monitoring and Control of ODS and ODS-dependent technologies	Phase VI 1/2011 Improved communication system between Ministry of Trade, NOU and Customs	Phase VII 1/2013- 12/2014 Continue to monitor and strengthen communication system between Ministry of Trade, NOU and Customs	Identification of gaps and upgrade of the present system to ensure this country's ability to deter illegal ODS trade
Objective 2: Efficient and timely data collection and reporting				
Monitoring customs import/export	Maintain a reliable database of import and export data	Phase VI 1/2011 Database maintained with Ministry of Trade data	Phase VII 1/2013- 12/2014 Continue to maintain database	Maintain compliance with Protocol
Country programme data reporting	Submit annual reports to OS and MLF	Phase VI 1/2011 Annual reports submitted	Phase VII 1/2013- 12/2014 Prepare and submit reports	Maintain obligations to Protocol
Objective 3: Consultations and coordination with other national agencies/stakeholders				
Industry associations	Continued engagement with the A/C Association	Phase VI 1/2011 Engaged in lectured and seminars with the Association	Phase VII 1/2013- 12/2014 Seminars Lectures Technical workshops	Increased coordination within sector
Objective 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption				

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (Phase VI/mm/yy)	Planned activities in next phase (Phase VII/mm/yy)	Expected results for next phase
HCFC phase-out management plan preparation/implementation	Include use of HCFC alternatives in Certificate of Environmental Clearance Conditions(CEC)	Phase VI/1/2011-HCFC alternatives in Certificate of Environmental Clearance Conditions(CEC) included	Phase VII/1/2013-12/2014 Monitor use of HCFC alternatives in new and ongoing projects	Reduced usage of HCFC
Project 1	Implement and monitor quota system for HCFCs	-	Phase VII/1/2013-12/2014 Introduce quota system, identify quota holders, allot quotas, monitor system	Controlled import of HCFC
Project 2	Public Awareness for HCFC phase out	-	Phase VII/1/2013-12/2014 Consultations with stakeholders Public service announcements	Increased awareness on use of alternatives for HCFC
Objective 5: Awareness raising and information exchange				
Information dissemination to key stakeholders	Information distributed to BG Science Bus	Phase VI/1/2012-6/2012 Information printed and distributed to BG Science Bus	Phase VII/1/2013-12/2014 Continue information sharing through BG Science Bus Engagement of banks and procurement officers	Continued engagement and corporation by public to meet obligations under the Protocol
International Ozone Day	Public Awareness and Consultation activities	Phase VI/1/2012-6/2012 Mounting of Interactive Ozone Display at Science Center HCFC Seminar Minister's Message on Sept 16 2012	Phase VII/1/2013-12/2014 Public Outreach Newspaper advertisements and bulletins Consultations	Continued engagement and corporation by sector and public to meet obligations under the Protocol
Objective 6: Regional cooperation and participation to Montreal Protocol meetings				
Regional network participation	Facilitation to attend regional meetings	Phase VI/1/2011-10/2011 Trinidad and Tobago has attended and actively participated at all regional and sub regional meetings. Trinidad and Tobago	Phase VII/1/2013-12/2014 Trinidad and Tobago to attend and actively participated at all regional and sub	Continue to meet all implementation mandates of the Montreal Protocol

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (Phase VI/mm/yy)	Planned activities in next phase (Phase VII/mm/yy)	Expected results for next phase
		also hosted the Joint Network Meeting in October 2011.	regional meetings.	
Open-ended Working Group / Meeting of the Parties	Facilitation to attend OEWG Meetings and MOPs	Phase VI/1/2011- 6/ 2012 Trinidad and Tobago has attended and actively participated at OEWG and MOP meetings. This country has co chaired the contact group on ODS treatment on ships at both the MOP and OEWG and has been appointed one of the Vice President positions to the COP for a three year period	Phase VII/1/2013- 12/2014 Trinidad and Tobago to attend and actively participated at all international meetings.	Continue to meet all implementation mandates of the Montreal Protocol and continue to represent this country and the region at the International level.

11. Financial report: (as of August, 2012)

Item of expenditure	Budget for current phase (US \$)	Disbursement (for current phase) (US \$)		Estimated budget (for requested phase) (US\$)	Government funding (in kind contribution) (US \$)	
		Actual	Obligated		Current phase	Requested phase
Staff (including consultants)	44,000	12,616	11,410	44,000	30,960	30,000
Equipment	2,000	0	2,000	1,000	2,000	1,000
Operational cost (i.e. meetings, consultations, etc.)	1,480	0	1,200	1,480	3,000	2,000
Public awareness	6,800	2,533	1,480	7,800	10,000	15,000
Other	5,720	691	0	5,720	1,716	2000
TOTAL	60,000	15,840	16,090	60,000	47,676	50,000

12. Please evaluate the IS performance in meeting the following indicators:

Indicator	Evaluation			Comments
	Very good	Satisfactory	Poor	
1. Effectiveness of import control measures	X			IS funds are crucial to assisting the NOU in providing staff and equipment which monitor the regulation of imports as well as the a/c sector in the country. In addition consultations with stakeholders are crucial for implementation of obligations which are also facilitated by IS funds.
2. Integration of ozone protection issues into national plans		X		This is sufficiently done at a Ministry level
3. Completion of phase-out projects	X			IS funds are crucial to assisting the NOU in providing staff which implement and monitor all phase out projects and obligations under the Protocol
4. Efficient data reporting		X		This is sufficiently done by the Ministry of Trade and Industry, Customs and the NOU from mechanisms in place previously

13. Government endorsement:

Action plan authorized by (<i>name</i>):	<i>Antony Ramnarine</i>
Signature of authorising authority:	<i>(to be signed on hard copy)</i>
Title:	Permanent Secretary (Ag.)
Supervising Organization/Agency/Ministry:	Ministry of Environment and Water Resources
Date:	August 28, 2012

14. Submission of action plan:

Name of implementing agency:	UNDP
Name of Project Officer:	Kasper Koefoed
Signature of Project Officer:	
Date:	September, 28 2012
Comments of the implementing agency:	<p>The Government of Trinidad & Tobago, through its NOU, has performed an outstanding work in the implementing activities under this phase of the IS project to assure the country's compliance with the CFC phase-out and preparing it for the HCFC reductions, required under the Stage 1, and as result of this, Trinidad & Tobago is in compliance with all its obligations under the Montreal Protocol. Trinidad & Tobago has managed to update the legal framework to enable the country to meet the reductions targets for the HCFCs, and to establish a consumption quota system. Important awareness activities were undertaken in order to prepare and sensitize the private sector about the challenges ahead and to support the national strategy towards an ODS-free and low-carbon plan.</p> <p>The NOU has a technical and administrative team with expertise to understand and overcome the challenges of activities needed for the implementation of the HPMP, this situation has enabled the country to develop many initiatives for the protection of the ozone layer and to meet the obligations under the Montreal Protocol.</p> <p>The Phase-VII of the IS project in Trinidad & Tobago is essential to support the country to enforce the ODS legislation framework and regulation to control and monitor HCFCs consumption and their national strategy on industrial reconversion of PU Foam sector and to lead the RAC sector to adopt Best Practices and a safe low-carbon based servicing industry.</p>

15. Executive summary: please provide summaries for the information required below in no more than one paragraph each. These paragraphs will be used in documents for the Executive Committee Meeting.

a) Terminal report

The main objectives of the sixth phase of the IS project in Trinidad & Tobago were the consolidation of the objectives outlined in the project in its previous phases. To strengthen the system used by customs officers in the monitoring and control of ODS and ODS-dependent technologies with the objective of identifying the gaps and upgrading the present system to ensure the country's ability to deter illegal ODS trade. Other objectives were also met, such as managing the country's import of HCFCs to ensure the smooth phase-out of HCFC consumption through the use of refresher courses

with custom officials and improved communication systems between the Ministry of Trade, the NOU and Customs; and the implementation and maintenance of a reliable database with import and export data.

Consultations and coordination with other national agencies / stakeholders was achieved through continued engagement with the A/C association. The use of HCFC alternatives was included in the certificate of environmental clearance. Public awareness was also increased through the use of printed information for the Ozone Days and HCFCs Seminars, and the establishment of a fixed of an interactive Ozone display at the National Science Centre to celebrate the 25th anniversary of the Montreal Protocol.

Trinidad and Tobago has also actively participated in all regional and sub-regional meetings, being the host of the Joint Network Meeting in October 2011, including ExCom, OEWG and MOP meetings. Trinidad & Tobago, has complied with all its consumption and reporting obligations, and has maintained an active public awareness program.

b) Plan of action

The Phase-VII of the IS project in Trinidad & Tobago aims to adopt/enforce the ODS legislation framework and regulation to control and monitor HCFCs consumption through the introduction of a quota system and continued seminars to improve the monitoring of trade in ODS, including sensitive areas such as HCFCs commercial blends. The NOU will continue to monitor and strengthen the communication system between the Ministry of Trade, Customs and themselves and will continue to work on the identification of gaps and possible upgrades of the present system to ensure Trinidad and Tobago's ability to deter illegal ODS trade.

The efficient and timely data collection and reporting will be ensured through the continued database maintenance under the obligations of the Montreal Protocol. Further consultations and coordination with other national agencies and stakeholders will continue through seminars, lectures and technical workshops.

Supervision of the timely implementation of the phase out activities and reduction in HCFCs consumption will be continuously monitored. The use of low-GWP HCFC alternatives will be promoted, MLF funded projects and increased awareness and information exchange will be continued with the engagement of public outreach and bulletin consultations in PU Foam and RAC sectors. Trinidad and Tobago plans to attend and actively participate in all regional and sub-regional meetings to ensure the regional cooperation and participation in all Montreal Protocol meetings.



MINISTRY OF THE ENVIRONMENT AND WATER RESOURCES
OFFICE OF THE PERMANENT SECRETARY

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HE:13/8/1

August 28, 2012

Dr. Suely Carvalho,
Chief
Montreal Protocol Unit
United Nations Development Programme (UNDP)
304 East 45th Street, 9th floor
New York
NY 10017
United States

Dear Dr. Carvalho,

Re: Submission of the Institutional Strengthening Project Phase Seven (VII)

The Ministry of Environment and Water Resources wishes to request the assistance of the UNDP in accessing grant funding under the Institutional Strengthening Project Phase Seven (VII). As such please find attached for your information, the Terminal Report for Institutional Strengthening Project Phase Six (VI) and the Extension Request for the Institutional Strengthening Project Phase Seven (VII).

Sincerely

A handwritten signature in cursive script, appearing to read 'Antony Ramnarine'.

Antony Ramnarine
Permanent Secretary (Ag.)

12. Please evaluate the IS performance in meeting the following indicators:

Indicator	Evaluation			Comments
	Very good	Satisfactory	Poor	
1. Effectiveness of import control measures	x			IS funds are crucial to assisting the NOU in providing staff and equipment which monitor the regulation of imports as well as the a/c sector in the country. In addition consultations with stakeholders are crucial for implementation of obligations which are also facilitated by IS funds.
2. Integration of ozone protection issues into national plans		x		This is sufficiently done at a Ministry level
3. Completion of phase-out projects	x			IS funds are crucial to assisting the NOU in providing staff which implement and monitor all phase out projects and obligations under the Protocol
4. Efficient data reporting		x		This is sufficiently done by the Ministry of Trade and Industry, Customs and the NOU from mechanisms in place previously

13. Government endorsement:

Action plan authorized by (name):	Antony Ramnarine
Signature of authorising authority:	(to be signed on hard copy) <i>AR Ramnarine</i>
Title:	Permanent Secretary (Ag.) SECRETARY GENERAL MINISTRY OF THE ENVIRONMENT AND WATER RESOURCES
Supervising Organization/Agency/Ministry:	Ministry of the Environment and Water Resources MINISTRY OF THE ENVIRONMENT AND WATER RESOURCES
Date:	August 28, 2012



MULTILATERAL FUND
FOR THE IMPLEMENTATION OF THE MONTREAL PROTOCOL

Secretariat

21 December 2012

Dear Ms. Gowrie,

I refer to the Sixty-eighth Meeting of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol held in Montreal, Canada, from 3 to 7 December 2012.

I am pleased to inform you that the Executive Committee approved funding for the seventh phase of the institutional strengthening project requested by your Government at the level of US \$60,000. In this regard, the Executive Committee expressed the following observations:

The Executive Committee reviewed the report presented with the institutional strengthening renewal project for Trinidad and Tobago and noted with appreciation that the country is taking the necessary steps to sustain the CFC phase-out achieved and to meet the targets of the Montreal Protocol related to the HCFCs. The Executive Committee commends the Government of Trinidad and Tobago for strengthening the controlling and quota systems used by customs officers with the objective of identifying the gaps and upgrading the present system to ensure the country's ability to deter illegal ODS trade and the compliance with Stage 1 of the HCFC phase-out management plan. It has been noted that the Government has started to manage the country's import and export of HCFCs to ensure the phase-out of the HCFC consumption. The Executive Committee is also pleased by the increase in institutional capacity of the National Ozone Unit and public awareness related to the HCFC phase-out challenges and the multi-level coordination with both public and private stakeholders with respect to best practices and the promotion of low-global warming potential alternatives. The Committee is hopeful that Trinidad and Tobago will continue the implementation of its planned activities with outstanding progress, and will sustain and build upon its current levels of reductions in ODS.

Sincerely yours,

Maria Nolan
Chief Officer

Ms. Marissa Gowrie
Deputy Environmental Manager
National Ozone Officer
Environmental Policy and Planning Division
Ministry of Housing and Environment
Port of Spain
Trinidad and Tobago

c.c. Ms. Suelly Carvalho - UNDP