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2 February 2018

Dear Mr. Zuriarrain

Subject: Project approved at the 80th Executive Committee Meeting of the Multilateral Fund for the Implementation of the Montreal Protocol

We are pleased to inform you that the following project was approved for Egypt at the 80th Meeting of the Executive Committee of the Montreal Protocol held in November 2017.

MLF Reference No.*	Project Title	Funding (US\$)
EGY/FOA/80/PRP/01	Project preparation for conversion from HFC-134a to HFO1234ze and other liquid HFOs in the manufacture of polyurethane foam and spray foam	30,000

Note: * Please indicate this reference number in the cover sheet of the project document and in the ATLAS short project title

1. Implementation Modality: We are suggesting that this project be implemented through the National Implementation Modality (NIM).

2. Project Document Format: We are attaching herewith the document that was approved by the Executive Committee. No outputs, activities or inputs can be added, modified or deleted in this document. It is important to annex this document without any change, to the project document that will be signed between UNDP and the Government.

3. Entering the Budget in ATLAS: Your office is requested to enter the budget in ATLAS, using the Annual Work Plan table, attached. Please note the Multilateral Fund guidelines do not give us flexibility to shift funds between specific budget categories. In line with the UNDP requirement for multi-year project budgeting, please ensure the total approved budget per the work plan table is entered in ATLAS for the current and future years as indicated. Authorized Spending Limits will not be issued where this action has not been taken.

4. Further Budget Revisions: In case there is a need to shift funds between budget categories, you would have to consult with the MPU/Chemicals' representative in Istanbul, Mr. Maksim Surkov (maksim.surkov@undp.org), as in certain cases, the Multilateral Fund will have to be consulted prior to approving of such shifts.

5. Support Costs: The General Management Support Services (GMS) fee received by UNDP in relation to these projects is managed centrally at BPPS-HQ, and should NOT be part of the project budget. In ATLAS, please therefore leave the F/A field % at zero. GMS at the internal distribution rate approved effective January 2016 covering management support rendered by your office will be credited to your Cost Centre income account based on delivery. Direct Project Costs (DPC) formerly, Implementation Support Services (ISS) may be charged to the project budget, using the Universal Price List. However, this can be applied only for services provided other than project management.

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Ignacio Artaza Zuriarrain
Country Director
UNDP Egypt
Cairo, Egypt



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5. Government Counterpart: Just as a reminder, kindly note that the National Ozone Focal Point in your country is Mr Ezzat Lewis (ozone_unit@hotmail.com): while he may not be the one to sign the project document on behalf of the Government, kindly make sure that he is copied on all correspondence related to this project.

6. Over-Expenditures: We wish to remind you that over-expenditures are absolutely not allowed in Montreal Protocol projects. Please therefore ensure that total expenditures never exceed the total budget.

Based on the above, we request you to kindly finalize the project documentation and enter the proposal/project in ATLAS. Once the project document is signed, please send an electronic copy to the MPU/Chemicals' representative in Istanbul, Mr. Maksim Surkov (maksim.surkov@undp.org) with a request for ASL and send the budget to KK.

Thank you very much for your partnership in the implementation of this important programme, which falls under the UNDP Strategic Plan 2018-2021 **IRRF Output 2.4.1** (promoting nature based solutions for a sustainable planet including the use of sustainable production technologies)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Xiaofang Zhou', written over a printed name.

Xiaofang Zhou

Director, Montreal Protocol Unit/Chemicals
Sustainable Development Cluster
Bureau for Policy and Programme Support



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Attachment: Annual Work Plan

Project (Award) ID	to be created by CO										
Output ID	to be created by CO										
MLF Outcome / Atlas Activity	Responsible Party	Source of Funds	ERP/ Atlas Budget Description		Year 1 (USD)	Total (USD)	Department Code	Oper Unit	Fund Code	Imp Agency	Donor ID
Activity 1	MEP	MLF	71200	International Consultants	30,000	30,000	B0084	EGY	63030	001117	10009
			Subtotal Activity 1		30,000	30,000	B0084	EGY	63030	001117	10009
			TOTAL		30,000	30,000					