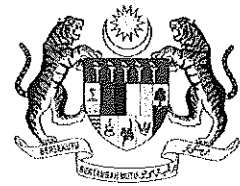




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**UNITED NATIONS DEVELOPMENT PROGRAMME
COUNTRY: MALAYSIA
PROJECT DOCUMENT**

Project Title	Institutional Strengthening for Capacity Building of National Ozone Unit (MAL/SEV/75/INS/180 - Extension of Institutional Strengthening Project Phase 11)
UNDAF Outcome(s):	n/a
Expected CP Outcome(s):	Enhancing national resilience to climate variability and change as well as impact of ozone depletion
11th Malaysia Plan Linkage	n/a
Implementing Partner:	Department of Environment, Ministry of Natural Resources and Environment
Brief Description This project proposal is submitted to extend institutional strengthening support to the National Ozone Unit (NOU), of the Department of Environment, for two additional years of operation. The project will allow the NOU to continue to plan, organise, direct and coordinate all activities required for the implementation of Malaysia's strategy in all areas related to the Phase-out of Ozone Depleting Substances under the Montreal Protocol. The 75 th Meeting of the Executive Committee of the Montreal Protocol held in November 2015 approved the extension of the Institutional Strengthening project for Malaysia for another 2 years.	
UNDP Strategic Plan Output: Enhancing national resilience to climate variability and change Atlas Project ID: Start Date: June 2016 End Date: December 2017 PAC Meeting Date: n/a	Total resources required: USD 357,760 Total allocated resources: <ul style="list-style-type: none"> • Montreal Protocol : USD357,760 • Regular: n/a • Government Cost Sharing (inclusive GMS): n/a • Others (inclusive GMS): n/a (off-the-top) In-Kind Contributions (Implementing Partner): USD300,00
Note: this is a continuation of the IS projects which has started since 1995. Since IS 10, the IS project document will be signed between both UNDP and the Implementing Agency (Department of Environment - Malaysia)	

Agreed by UNDP:

26/08/2016

Agreed by (Implementing Partner):

26/08/2016

MASHITAH DARUS
DIRECTOR AIR DIVISION
DEPARTMENT OF ENVIRONMENT
MALAYSIA

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Acronyms and abbreviation

APR	Annual Progress Report
AWP	Annual Work Plan
CDR	Combined Delivery Report
CFC	Chlorofluorocarbon
CPAP	Country Programme Action Plan
DOE	Department of Environment
EPU	Economic Planning Unit
EQ	Environmental Quality
FACE	Funding Authorisation and Certificate of Expenditures
GoM	Government of Malaysia
HACT	Harmonized Approach to Cash Transfer
HCFC	Hydrochlorofluorocarbon
IPSAS	International Public Sector Accounting Standards
MAC	Mobile Air-conditioner
MDI	Metered-Dose Inhaler
MITI	Ministry of International Trade and Industry
MLF	Multilateral Fund
MOP	Meeting of the Parties
MP	Montreal Protocol
NFP	National Focal Point
NIM	National Implementation Modality
NOU	National Ozone Unit
NSC	National Steering Committee
ODS	Ozone Depleting Substances
OEWG	Open-ended Working Group
OPS/SPO	Ozone Protection Section
RSS	Refrigerant Service Sector
SBAA	Standard Basic Assistance Agreement
SMI	Small and Medium Industry
UNDP	United Nations Development Programme

I. SITUATION ANALYSIS

Malaysia acceded to the Vienna Convention, the Montreal Protocol and the London Amendment on 29 August 1989. It established the Ozone Protection Section within the Ministry of Environment to respond to mandates of the amended Montreal Protocol. Since then the Multilateral Fund has assisted the Ozone Unit, Department of Environment in the planning and coordination of all activities related to fulfilling Malaysia's obligations under the Protocol. The Executive Committee at its 75th meeting held in November 2015 has approved Malaysia's extension of institutional strengthening project for the another 2 years for the period 2016 – 2017.

The following details the Institutional Strengthening Projects approved and renewed by the Multilateral fund since 1995 :

Phase	Duration	MLF Funding (Approved)
I	1995 - 1997	322,520
II	1998 - 1999	215,000
III	2000 - 2001	215,000
IV	2002 - 2003	215,000
V	2004 - 2005	279,500
VI	2006 - 2007	279,500
VII	2008 - 2009	279,500
VIII	2010 - 2011	279,500
IX	2012 –2013	279,500
X	2014 – 2015	279,500

The NOU of Malaysia will focus on enforcement on the three ODS related regulations that have been gazetted. The delegation of enforcement power will be given to 14 DOE State Offices throughout the country. Besides routine enforcement works, they will be given special task to monitor those beneficiaries have been received financial assistance from MLF. Delegation of power is also planned to be given to the Local Authorities and the Fire Service Department.

The proactive awareness program will be carried out based on the National Strategy on Awareness Plan. The most important target groups for awareness activities are Customs officer, MAC and RSS Servicing workshops and public . The awareness plan will also target HCFC use to raise the awareness of the industries about the phase out of HCFC and its implication to the industry.

Further to the implementation of specific projects, the NOU will continue raising public awareness through various activities. Details of the Evaluation result is stated in Annex VII: Terminal Evaluation

Development Challenges

Introduction of EQ (Prohibition on the use of CFC and other Gases as Propellants and Blowing Agents) Order 1993, EQ (Refrigerant Management) Regulations, 1999 and EQ (Halon Management) Regulations, 1999 had increased the awareness on ODS phased out. The regulations are being amended to include control of HCFC. Many end-users come forward for assistance and clarification on the new regulations and information on ODS alternatives.

Close cooperation with industries and also close contact from other agencies particularly on matters related to enforcement activities such as with the Customs Department, Fire and Rescue Department and MITI is very crucial in the phase out program and to prevent illegal importation of CFCs, HCFCs and Halon.

Challenges were faced in implementation of HPMP to reduce usage of HCFC in manufacturing sector. DOE continues to use the advisory/non-regulatory approach to assist the industries in converting to non-ODS technology. It was working well especially with the SMIs, and as a result, Malaysia has phased out more than 10% HCFC consumption especially in foam manufacturing sector.

Malaysia has achieved her target to meet the HCFC Freeze set on 1 January 2013 and has phased out more than 10% of HCFC consumption in manufacturing sector. The importation of HCFC has reduced from 7,700 MT in 2009 to 6,571 MT in 2015. For the next 5 years it is expected that 35% reduction will be achieved particularly in the foam sector. Awareness program on the service sector, monitoring and enforcement activities will be given priority.

II. STRATEGY

The project complies with the agreed strategies as stated in the Country Programme Action Plan for the period 2016 – 2020. Under priority 2, it advocates for Sustainable and Resilient Development in line with the Implementation of a National Development agenda that enables green growth through climate resilient measures, sustainable management of energy and natural resources, and improved risk governance. Funding by the Multilateral Fund of the Montreal Protocol as carried out by the National Ozone Unit of the Department of Environment is an indicator of commitment in phasing out HCFC and mitigating GHG.

This project has the following objectives:

1. To strengthen current implementing capacity of NOU and to facilitate and expedite implementation of projects to reduce ODS consumption, NOU regularly sends its staff for training and learning, organised UNEP, JICA, or learning from study visit to countries that has experienced situation faced by Malaysia before, learning about new technology that can be applied locally.
2. To provide more effective administration of national institutional mechanism for co-coordinating national and international efforts for the protection of the ozone layer. As a coordinating agency the unit ensures that relevant authorities are kept informed of current situation or changes in guidelines the EQ Act. NOU conducts regular training to the Custom Department and also equipped the Department with the necessary tools for effective and efficient monitoring activities.
3. To plan an effective elimination and control measures on the imports of ODS (Application Permit System), ODS HS Code and monitoring of illegal trade of ODS. Working with the Department of Statistics and MITI, NOU now has control of the import /export data of all ODS gasses. The E-permit system established in 2015 is a control measure in monitoring importation of these gasses.
4. To strengthen the mechanism on information exchange and dissemination and to promote activities related to the ODS phase out in the country. The NSC was set up as one of the mechanism to exchange information on activities related to ODS. Members of the NSC comprise of several agencies, directly or indirectly involved with the Montreal Protocol, for example MITI, DOSH and DOA. The NOU also publishes annual reports and newsletters on their website and also in hardcopies for awareness raising to the general public. Seminars and workshops are organised to inform relevant stakeholders on new technologies and policies.
5. To audit, implement and monitor ODS phase out projects approved by the MLF and to identify, prepare, review, monitor any new proposed projects in future. NOU staff are on the ground for regular visits to audit /monitor mobile air-conditioning workshops to ensure that prohibited gases are no longer used in their workshops.

III. RESULTS AND PARTNERSHIPS

This project promotes inter sectoral coordination and capacity development to ensure effective and efficient across the various agencies involved the management of Ozone Depleting Substances. This is evident where joint monitoring and enforcement activities are required, involving the Royal Customs Department and the Department of Environment.

The National Ozone Unit is also responsible for the capacity building of the Royal Customs Department and other agencies involved in the management of Ozone Depleting substances, whereby regular trainings are being held to update their knowledge on new technology, regulations and policies.

The partnership has been beneficial for all agencies concerned as information and knowledge are shared for effective and efficient monitoring and enforcement activities.

IV. PROJECT AND RISK MANAGEMENT

Project Management

This project will be executed under the National Execution Modality. The national counterpart for this project is the National Ozone Unit (NOU) Ministry of Environment & Natural Resources. NOU acts as a National Focal Points (NFP) for ODS Phase out Program including planning, developing policies and strategies, monitoring of projects, promulgating and enforcing law and regulations concerning ODS usage, giving input for industrial development activities, and carrying out ODS phase out awareness activities at all levels. NOU is the Secretariat to the National Steering Committee (NSC) on Protection of the Ozone Layer. NOU also acts as a chairman for the various working group. NOU is responsible to provide information on the progress and development of ODS issues to the cabinet ministers. NOU is placed permanently under the Department of Environment and has access to decision makers including the cabinet ministers.

This project will be governed by a Project Steering Committee, which will be chaired by the Deputy Director General of the Department of Environment.

RISK ANALYSIS

Cost Efficiency and Effectiveness

The project is expected to deliver maximum impact with efficient and effective use of available resources made available by the Multilateral Fund of the Montreal Protocol and operationalizing the policies and guidelines governed by the existing Environmental Quality Act 1974, vis-à-vis Policy and Strategy related to HCFC consumption under the Environmental Quality (Refrigeration Management) Regulations 1999 and amendment of Environmental Quality (CFC Use as Blowing Agent and Propellant) Regulations 1993

The project is designed around supplementing institutional processes instead of duplicating them, hence, enabling project outputs to be incorporated into national systems and processes, which can be sustained for the longer-term.

Risk Management

Refer to Annex II: Risk and Mitigation.

V. RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: Sustainable & Resilient Development</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</p> <p>Priority 2 : Sustainable and Resilient Development : Implementation of a National Development agenda that enables green growth through climate resilient measures, sustainable management of energy and natural resources, and improved risk governance.</p> <p>Indicator 1.1 : Number of mitigation actions which are funded and implemented under the Multilateral Fund of the Montreal Protocol.</p> <p>Applicable Outputs (Strategic Plan 2016 – 2020): Outcome 1 – Growth and development are inclusive and sustainable, incorporating capacities that create employment and livelihoods for the poor and excluded.</p>			
<p>Project title: Institutional Strengthening for Capacity Building of National Ozone Unit</p> <p>ATLAS AWARD ID: 00097585</p>			
<p>PROJECT ID : 00101266</p>			
INTENDED OUTPUTS	OUTPUT TARGETS FOR (2016-2017)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>Output 1: Policy, Strategy, Regulations and Guidelines</p> <p>Baseline: Existing Environmental Quality Act 1974 and related regulations</p> <p>Indicators: Compliant to MP guidelines and EQA</p> <p>Related CP Outcome : Sustainable and Resilient Development : Implementation of a National Development agenda that enables green growth through climate resilient measures, sustainable management of energy and natural resources, and improved risk governance.</p>	<p>Output Targets:</p> <p><i>i. Enforcement visit to RSS and MAC workshop, importers and manufacturing sector</i></p> <p><i>ii. Policy and strategy related to HCFC – amendment of Environmental Quality (Refrigeration Management) Regulations 1999</i></p> <p><i>– amendment of Environmental Quality (CFC Use as Blowing Agent and Propellant) Regulations 1993</i></p> <p><i>- Licencing system for import and export of HCFC</i></p> <p><i>- e-CSTP (Electronic Certification for Service Technicians Programme)</i></p>	<p>Indicative Activities:</p> <ul style="list-style-type: none"> - Regular and continuous enforcement of CFC use in Mobile Air Cond (MAC) and Refrigeration Service Sector (RSS) - Continuous monitoring of certification training programme for MAC and RSS technicians by Authorized Training Centres and managing the training through e-CSTP - Regular and continuous monitoring on Methyl Bromide (MBr) with Dept. of Agriculture, SMEs (all sectors) and importers - Implementation of strategy and policy on HCFC phase out - Review regulations - Implementation of licensing system for import and export of HCFC by e Permit 	<p>NOU</p>
			<p>Staff costs – USD110,000</p> <p>Equipment – USD 20,000</p> <p>Monitoring – USD 70,000</p>

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INTENDED OUTPUTS	OUTPUT TARGETS FOR (2016-2017)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 2: Increased Awareness, knowledge and capacity of the private sector on usage and compliance to HCFCs Phase Out Guidelines</p> <p><u>Baseline:</u> Existing Environmental Quality Act 1974 and related regulations</p> <p><u>Indicators:</u> Compliant to MP guidelines and EQA</p> <p>Related CP Outcome : Sustainable and Resilient Development : Implementation of a National Development agenda that enables green growth through climate resilient measures, sustainable management of energy and natural resources, and improved risk governance.</p>	<p>Output Targets:</p> <p>i. Awareness on Policy and strategy related to HCFC on Amendment of Environmental Quality (Refrigeration Management) Regulations 1999, Amendment of Environmental Quality (CFC Use as Blowing Agent and Propellant) Regulations 1993 and the Licencing system for import and export of HCFC</p> <p>ii Public awareness on ozone layer protection</p>	<p>Indicative Activities:</p> <ul style="list-style-type: none"> - Organising seminars, workshops, exhibitions and trainings for various target groups - Continuous certification training programme to MAC and RSS technicians - Publication and advertisement on mass media 	<p>NOU</p>	<p>Training – USD 57,760</p> <p>Publication – USD100,000</p>

Programme Management Arrangements

A Project Steering Committee will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool. The Project Steering Committee (PSC) will assist the National Steering Committee (NSC)¹ in handling all technical and operational matters of the project. The members of the PSC will consist of representatives from the DOE, EPU, Customs Department, MITI, MIDA, MNRE, UNDP and other relevant stakeholders to be determined by the National Steering Committee. The PSC shall meet at least 2 times a year and will be chaired by the Deputy Director General of Department of Environment.

National Project Director (NPD)

The National Project Director is the Director of Air Division, Department of Environment and will be responsible for directing project activities among the main parties to the project. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are endorsed and approved in accordance with established procedures and providing direction and guidance on project-related issues. The NPD is also the Secretary to the PSC.

Project Manager (NPM)

The Project Manager is the Officer-in-charge from the Department of Environment and will be responsible for day-to-day coordinating project activities as per the project document. Among these responsibilities are managing project activities, recommending payments for approval by the NPD, preparing project reports, project reports and finally ensuring all activities and payment are in accordance with established procedures.

Financial Management Arrangements

Based on the approved AWP, UNDP will provide required financial resources to the Implementing Partner to carry out project activities during the annual cycle. The following modalities may be used, where applicable and relevant:

- Direct cash transfers to the Implementing Partner, for obligations and expenditures to be made by them in support of activities;
- Direct payments to vendors and other third parties, for obligations incurred by the Implementing Partner;
- Reimbursement to the Implementing Partner for obligations made and expenditure incurred by them in support of activities.

The Implementing Partner will work closely with UNDP to monitor the use of the financial resources and are accountable for:

- Managing UNDP and Government of Malaysia's resources to achieve the expected results;
- Maintaining an up to date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting. Expenditures made should be in accordance with the, Annual Work Plans and budgets.

At the end of a quarter/year UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the project for verification. The Implementing Partner and UNDP should sign this CDR.

A project revision shall be made when appropriate; to respond to changes in the development context or to adjust the design and resources allocation to ensure the effectiveness of the project provided that the project remains relevant to the CPAP. A project revision shall be supported by the record of an approval decision made by the project NSC, and an updated and signed AWP.

¹ National Steering Committee here refers to the NSC (National Steering Committee) which is chaired by the Secretary General of MNRE. Unlike the NSC meeting, PSC meeting only looks into the progress of the IS projects.

The contribution of funds for this project shall be charged:

- Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

UNDP Support Services

In addition to the roles and responsibilities assigned to UNDP and the Implementing Partner in the Project Document, UNDP may/ shall provide the following services, at the request of the Implementing Partner:

- identification and recruitment of project personnel;
- procurement of goods and services;
- Identification of training activities and assistance in carrying them out.

The above will be carried out based on UNDP policies and procedures following the principles of best value for money, fairness, integrity, transparency, and effective competition.

In-Kind Contributions

In addition to the financial resources through UNDP, the implementing partner will provide the following in-kind contribution:

- Assist in gaining access to all relevant data and information required to for the project that is accessible for public viewing;
- Office space (i.e. room/workspace) for the Project team, consultants and experts;
- Use of office support facilities by the Project team, consultants and experts (e.g. fax machine, stationary, photocopy machine, telephone), and secretarial support where applicable;
- Facilities for convening meetings, workshops and seminars.

IX. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA); as such all provisions of the CPAP apply to this document. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner", as such term is defined and used in the CPAP and this document.

Consistent with Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via : http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

X. ANNEX I: PROJECT BUDGET

Project Budget

Output/Atlas Activity	Responsible Party	Fund Code	Donor	ATLAS Budget Account Code	ATLAS Budget Description	Amount 2016 (US\$)	Amount 2017 (US\$)	Total (US\$)
Output 1: Policy, Strategy, Regulations and Guidelines	DOE (000406)	63030	MP	71400	Staff costs for NOU	55,000	55,000	110,000
		63030	MP	72200	Equipment	10,000	-	10,000
		63030	MP	71600	Monitoring/Travel	10,000	10,000	20,000
Output 2: Increased Awareness, knowledge and capacity of the private sector on usage and compliance to HCFCs Phase Out Guidelines	DOE (000406)	63030	MP	75700	Training and workshops	55,000	62,760	117,760
		63030	MP	72500	Publication/awareness raising	50,000	50,000	100,000
GRAND TOTAL						180,000	177,760	357,760

XI. ANNEX II: RISKS AND MITIGATION

Description	Type	Impact & Probability	Mitigation Measures
The value of US Dollars foreign exchange against the Ringgit may reduce during the project cycle.	Financial	Probability: Low Impact: Medium	There will be a need to regularly monitor the exchange rate to ensure that it does not affect the budget of the project. If there are major changes, the budget will be adjusted accordingly to ensure that expenditures do not exceed the allocated budget
Low take up rate by project proponents	Management	Probability: Medium Impact: Medium	Awareness programme may lack 'buy-in' from targeted stakeholders. NOU need to monitor stakeholders' perception and appropriate steps taken to reduce this risk.
Gaps in terms of baseline data may still exist.	Others	Probability: Medium Impact: High	There will be a need to consult relevant agencies in identifying the gaps and address it.

XII. ANNEX III: TERMS OF REFERENCE: PROJECT STEERING COMMITTEE (PSC)

The Project Steering Committee (PSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project. The PSC will be chaired by the Deputy Secretary General, Department of Environment.

The National Ozone Unit (NOU) will act as Secretariat to the PSC. Members of the PSC will consist of representatives from EPU, MNRE, DOE, MITI, UNDP and other relevant stakeholders to be determined by the Committee. The PSC will meet at least once a year. The following will be the duties and responsibilities of the committee.

- Provide policy guidance on matters pertaining to the implementation of the project;
- Review, approve and endorse proposed work plan and budget;
- Initiate remedial actions to overcome all constraints in progress of the project;
- Review and approve relevant changes to the project design;
- Coordinate the roles of the various organizations involved in the execution of the project and ensure harmony with related activities;
- Advice on the long term sustainability strategy of the project;
- Review and approve all related reports to the projects.

XIII. ANNEX IV: TERMS OF REFERENCE: NATIONAL PROJECT DIRECTOR

The National Project Director (NPD) is a staff member of the Government of Malaysia's implementing agency of a UNDP-supported project and in this case will be the (state designation of the representative from the Implementing Partner). The main responsibility is to coordinate project activities among the main parties to the project, the Government co-coordinating authority, the consultant, and UNDP.

Specifically, the NPD works in close collaboration with UNDP and responsibilities include:

- Ensuring that the project document and project revisions requiring Government's approval are processed through the Government co-ordinating authority, in accordance with established procedures;
- Preparing work plans in discussion with UNDP;
- Mobilizing national institutional mechanisms for smooth progress of project;
- Providing formal project/deliverable sign-off and acceptance upon verification of the project outputs;
- Reviewing project status reports;
- Providing direction and guidance on project-related issues;
- Providing advice and guidance to the project team.

XIV. ANNEX V: PROJECT ANNUAL REPORT TEMPLATE

ANNUAL PROGRESS REPORT 2016

Section 1: Overall Implementation of Project Outputs as Per Signed Annual Work Plan 2016

2016 AWP Budget: 2016 AWP Budget (Revised): 2016 Expenditure: 2016 Expenditure (%): 2016 In-Kind Contribution:	Total Project Budget: Total Project Expenditure: Total Project Expenditure (%): Total In-Kind Contribution: Gender Marker Rating (ATLAS):
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OUTPUT 1: Activity 1: Target 2016: Achievement and Results 2016: Activity 2: Target 2016: Achievement and Results 2016: Remarks if any project activities and targets were not implemented or amended.
OUTPUT 2: Activity 1: Target 2016: Achievement and Results 2016: Activity 2: Target 2016: Achievement and Results 2016: Remarks if any project activities and targets were not implemented or amended.
OUTPUT 3: Activity 1: Target 2016: Achievement and Results 2016: Activity 2: Target 2016: Achievement and Results 2016: Remarks if any project activities and targets were not implemented or amended.

VI. MONITORING AND EVALUATION

The project activities will be closely monitored by UNDP and the Economic Planning Unit in the Prime Minister's Department (EPU) as outlined in the *Country Programme Action Plan 2016-2020 Part VII: Monitoring and Evaluation*.

Within the annual cycle

- **Track Progress.** Following the frequency cited in the monitoring plan, progress data against the results indicators will be collected and analysed to assess the progress of the project in achieving the agreed outputs. National data sources should be used whenever possible. Slower than expected progress will be addressed by the project management.
- **Monitor and Manage Risk.** Based on the initial risk analysis identified, a risk log shall be actively maintained, including by reviewing the external environment that may affect the project implementation. Risk management actions will be identified and monitored using a risk log. This includes monitoring social and environmental management measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.
- **Evaluate and Learn.** Evaluations shall be conducted in accordance with the evaluation plan. Knowledge, good practices and lessons should be captured and shared, as well as actively sourced from other projects and partners, and integrated back into the project. If a project evaluation is required (e.g., when mandated by partnership principles, or due to the complexity or innovative aspects of the project), it should be conducted in accordance with the project's evaluation plan.
- **Review and Make Course Corrections.** The project management will review the data and evidence collected (through all of the above) on a regular basis within the annual cycle, and make course corrections as needed. The frequency of review depends on the needs of the project, but an internal review of the available progress data against the results indicators is recommended to be undertaken at least quarterly. Any significant course corrections that require a decision by the Project Board should be raised at the next Project Board meeting.

Annually

- **Annual Project Quality Rating.** On an annual basis and at the end of the project, the quality of the project will be rated by the UNDP Quality Assurance Assessor against the quality criteria identified in UNDP's Project Quality Assurance System. Any quality concerns flagged by the process must be addressed by project management.
- **Annual Project Review and Report.** The Project Board shall hold a project review at least once per year to assess the performance of the project and appraise the Annual Work Plan for the following year. An Annual Progress Report will be presented to the Project Board for the review, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period. Any quality concerns or slower than expected progress should be discussed by the project and management actions agreed to address the issues identified. This review is driven by the Project Board and may involve other stakeholders as required.

Closure

- In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up, if applicable.

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following approaches:

The specific project monitoring and review meetings are as follows:

- **National Steering Committee Meeting**

The National Steering Committee (NSC) will meet after the receipt of each project report or at least once a year, whichever is greater and address project issues raised by the National Project Director, review project progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plan. A final NSC meeting should also be held at the end of project completion to agree to and endorse the final findings and outcomes of the project and to make recommendations towards project closure.

- **Annual Project Review Meeting**

If required, an internal review meeting will be chaired by EPU during the fourth quarter of the year to assess the performance of the project based on the Annual Work Plan (AWP) submitted at the beginning of the calendar year as well as the Annual Progress Report submitted during the fourth quarter of each calendar year. The review will involve all key project stakeholders and the Implementing Partner, and will focus on the extent to which progress have been made towards achievement of the outputs and that they remain aligned to appropriate outcomes as outlined in the project document. This review should update output targets and results achieved.

- **Final Project Review Meeting**

A Final Project Review meeting will be chaired by EPU within six months after the operational closure of the projects. Its purpose is to assess the performance and success of the project. It should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-funded projects. The meeting will discuss the Final Project Review Report that should be submitted two weeks prior to the Final Project Review Meeting.

The specific project progress reporting documents are as follows:

- **Mid Year Progress Report (MYPR)**

A Mid Year Progress Report shall be prepared by the Project Manager and shared with the NSC by 30 June of each project year. As a minimum requirement, the Mid Year Progress Report shall utilize the standard template for the Annual Project Report (APR) covering a six month period. The completed and signed MYPR will be submitted by the Implementing Partner to EPU by the first week of July, annually.

- **Annual Progress Report (APR)**

An Annual Progress Report shall also be prepared by the Project Manager and shared with the NSC by the end of the last quarter of each year. The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year. The completed and signed APR will be submitted by the Implementing Partner to EPU by the third week of December, annually.

The specific financial monitoring and quality assurance are as follows:

- **Combined Delivery Reports**

The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a bi-annual basis and at the end of each year. The Implementing Partner is required to verify each transaction made and sign the quarterly issued CDR report.

- **Audit**

Audit is an integral part of sound financial and administrative management, and of the UNDP accountability framework. The project will be audited at least once in its lifetime and in accordance with the threshold established for the annual expenditures by the Office of Audit and Investigations (OAI). The audit provides assurance that resources are used to achieve the results described and that UNDP and government cost sharing resources are adequately safeguarded.

The Auditor-General's Office may undertake the audits of Government Implementing Partners. If the Auditor-General's Office chooses not to undertake the audits of specific Implementing Partners with the frequency and scope required by UNDP and EPU, such audits will be commissioned by UNDP to be undertaken by private sector audit services.

Assessments and audits of non-Government Implementing Partners will be conducted in accordance with the policies and procedures of UNDP. The selection of an Audit Firm shall be through a competitive Request for Proposals, in consultation with the Implementing Partner and EPU.

The audit is expected to provide assurance related to the following broad areas:

- Project progress and rate of delivery
- Financial management
- Procurement of goods and /or services
- Human resource selection and administration
- Management and use of equipment and inventory
- Record-keeping systems and controls
- Management structure
- Auditors' comments on the implementation status of prior year audit

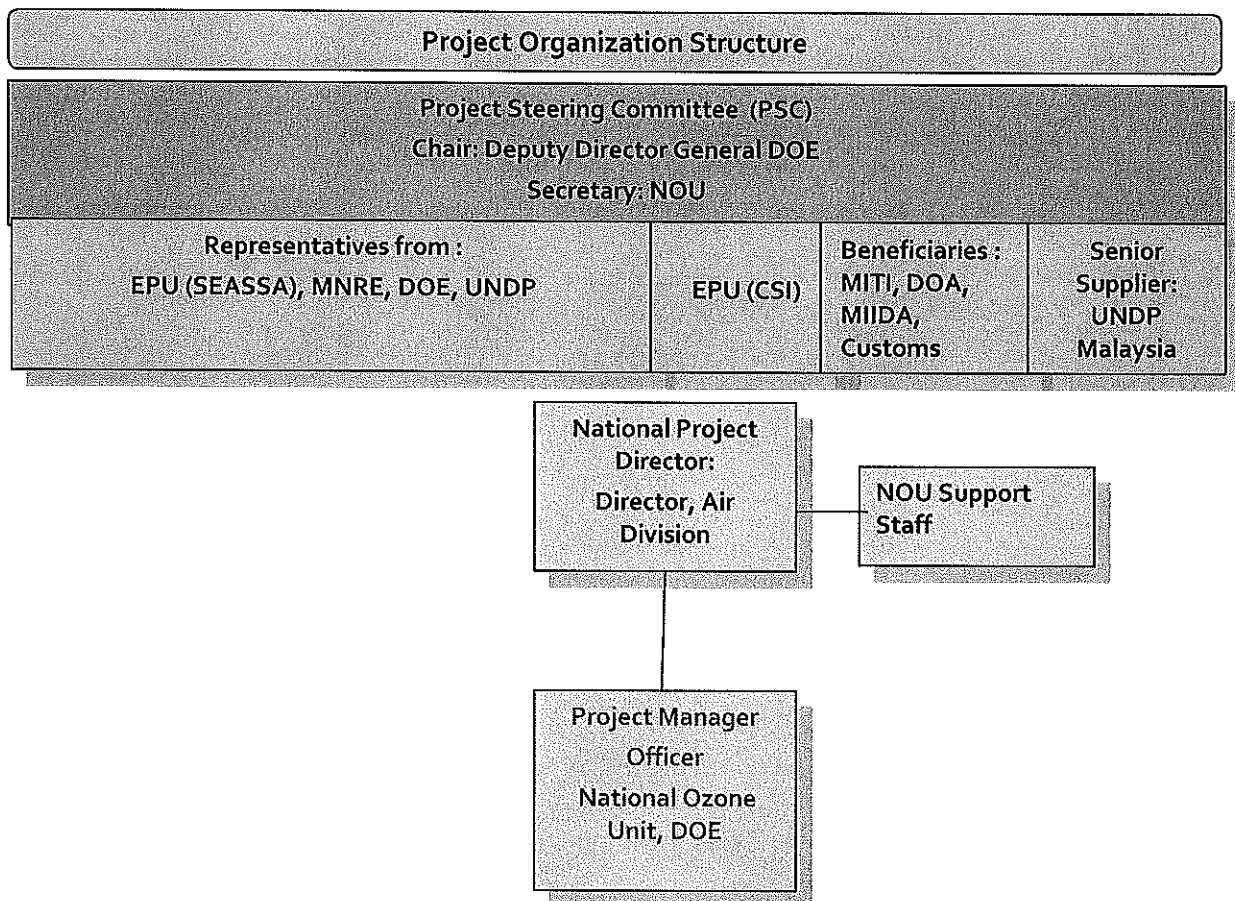
<p>Output 1: Policy, Strategy, Regulations and Guidelines</p> <p><i>Baseline : Existing Environmental Quality Act</i></p> <p><i>Indicators : Compliant to the guidelines and EQA</i></p> <p><i>Targets : 75 MAC and RSS workshops, Policy and strategy related to HCFC</i></p> <p><i>Related CP Outcome : Sustainable and Resilient Development : Implementation of a National Development agenda that enables green growth through climate resilient measures, sustainable management of energy and natural resources, and improved risk governance.</i></p>	<p>Indicative Activities:</p> <ul style="list-style-type: none"> - Regular and continuous enforcement of CFC use in Mobile Air Cond (MAC) and Refrigeration Service Sector (RSS) - Continuous certification training programme to MAC and RSS technicians - Regular and continuous monitoring on Methyl Bromide (MBr) sectors, SMEs (all sectors) and importers - Implementation of strategy and policy on HCFC phase out - Review regulations - Implementation of licensing system for import and export of HCFC by e Permit 	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>71400- Staff cost</p> <p>72200- Equipment</p> <p>71600 – Monitoring/ Travel</p>	<p>MLF (63030)</p>	<p>110,000</p>					

EXPECTED OUTPUTS and RESULT INDICATORS	PLANNED ACTIVITIES	2016				2017				FUNDING SOURCE	Budget Description	AMOUNT (USD)
		TIMEFRAME				TIMEFRAME						
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
<p>Output 2: Increased Awareness, knowledge and capacity of the private sector on usage and compliance to HCFCs Phase Out Guidelines</p> <p><u>Baseline:</u> <i>Existing Environmental Quality Act 1974 and related regulations</i></p> <p><u>Indicators:</u> <i>Compliant to MP guidelines and EQA</i></p> <p>Related CP Outcome : Sustainable and Resilient Development : Implementation of a National Development agenda that enables green growth through climate resilient measures, sustainable management of energy and natural resources, and improved risk governance</p>	<p>Indicative Activities:</p> <ul style="list-style-type: none"> - Regular and continuous enforcement of CFC use in Mobile Air Cond (MAC) and Refrigeration Service Sector (RSS) - Continuous certification training programme to MAC and RSS technicians - Regular and continuous monitoring on Methyl Bromide (MBr) sectors, SMEs (all sectors) and importers - Implementation of strategy and policy on HCFC phase out - Review regulations - Implementation of licensing system for import and export of HCFC by e Permit 	X	X	X	X	X	X	X	X	75700 – Training workshops & 72500 Publication	117,760	
										MLF (63030)	100,000	
TOTAL											357,760	

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

This project will be executed under the National Implementation Modality (NIM). The national counterpart for this project is the National Ozone Unit (NOU), Department of Environment, Ministry of Environment & Natural Resources. NOU acts as a National Focal Points (NFP) for ODS Phase out Program including planning, developing policies and strategies, monitoring of projects, promulgating and enforcing law and regulations concerning ODS usage, giving input for industrial development activities, and carrying out ODS phase out awareness activities at all levels. NOU is the Secretariat to the National Steering Committee (NSC) on Protection of the Ozone Layer. NOU also acts as a chairman for the various working group. NOU is responsible to provide information on the progress and development of ODS issues to the cabinet ministers. NOU is placed permanently under the Department of Environment and has access to decision makers including the cabinet ministers.

This project will be governed by a Project Steering Committee, which will be chaired by the Deputy Director General of the Department of Environment.



Section 2: Project Contribution to National Development Agenda in 2016

2.1 Contribution to Analysis/ Development/ Refinement of National or Sectoral Policies, Strategies and Action Plans

(Note: Please indicate and elaborate on how the outputs have been utilized by the Implementing Partner to contribute to analysis/ development/ refinement of National or Sectoral Policies, Strategies and Action Plans. Please also indicate if the outputs have contributed to the implementation of the 10th Malaysia Plan or inputs into the 11th Malaysia Plan preparatory work.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.2 Contribution to awareness raising or convening on key thematic issues

(Note: Please indicate the thematic issues, objective of activities and the number of participants and affiliations.)

<input type="checkbox"/> Yes	<p>Topic:</p> <p>Objective:</p> <p>Participants Pax:</p> <p>Affiliations (Name the Ministries involved and indicate the number of private sector, civil society organizations and academia who participated):</p>
<input type="checkbox"/> No	

2.3 Contribution to capacity development and institutional arrangements (Mandatory response)

(Note: Please indicate if capacities are being built to implement or sustain systemic changes.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.4 Contribution to development of new datasets, statistics or models

(Note: Please indicate if datasets, statistics or models have been generated or improved/ updated. Please also indicate on how these have been utilized by the Implementing Partner to strengthen national evidence based policy making.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.5 Contribution to Gender Equality

(Note: Please specify aspects of project activities and outputs that have contributed to gender equality. E.g: gender disaggregated data have been produced; activities was gender inclusive; gender analysis of outputs have been generated; outputs have been utilized in state/national/agency policies in gender sensitive ways; and/or stakeholder capacity in collecting, retrieving, and analyzing data with a gender perspective have been supported.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

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2.6 Demonstration or Pilot Initiative

(Note: Please indicate if demonstration or pilot initiatives were undertaken and how outputs have contributed to inform decision-making and/or national policy and also if it has led to actual/ planned upscaling or replication.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.7 Review of Risk Analysis and Action

(Note: Upon reviewing the Risk Analysis stated in the Project Document, please indicate if the risks status were monitored and updated regularly. Please also highlight mitigation steps undertaken, if applicable.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.8 Areas of Improvement for Project Management and Implementation

(Note: Please indicate any additional comments on areas of improvement that should be taken into consideration by EPU and UNDP Malaysia in the implementation of future projects.)

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Section 3: Project Extension into 2017

(NOTE: APPLICABLE ONLY TO PROJECTS ORIGINALLY SCHEDULED FOR COMPLETION IN 2016)

Please indicate reasons for the project extension
Proposed duration of project extensions XX Months
Agreement by National Steering Committee: Date of Meeting: Minutes Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Annual Progress Report 2016 approved by:

.....
Name
Designation

XV. ANNEX VI: FACE FORM TEMPLATE

XVI. ANNEX VII: TERMINAL REPORT

**TERMINAL REPORT AND REQUEST FOR EXTENSION OF INSTITUTIONAL STRENGTHENING FUNDING
(decision 74/51)**

January 2016 to December 2017

Sections 1 to 12 and 15 to be completed by the country concerned prior to transmission to the implementing agency for comments in 14.

1. Country: **MALAYSIA**
2. National implementing agency / ozone unit: **DEPARTMENT OF ENVIRONMENT**
3. Implementing agency: **UNDP**
4. Institutional strengthening (IS) project phases (approved):

Phase	Duration (dd/mm/yy)	MLF Funding (Approved) (US\$)	MLF Funding (Disbursed) (US\$)
Phase I	Jan 1995- Dec 1997	322,520	306,817
Phase II	Jan 1998-Dec 1999	215,000	209,447
Phase III	Jan 2000- Dec2001	215,000	215,000
Phase IV	Jan 2002-Dec 2003	215,000	215,000
Phase V	Jan 2004-Dec 2005	279,500	259,000
Phase VI	Jan 2006- Dec 2007	279,500	121,675
Phase VII	Jan 2008- Dec 2009	279,500	279,500
Phase VIII	Jan 2010- Dec 2011	279,500	279,500
Phase IX	Jan 2012- Dec 2013	279,500	279,500
Phase X	Jan 2014- Dec 2015	279,500	182,374.61*

* The disbursement as of 31 August 2015. The remaining balance will be disbursed for planned activities by the end of December 2015.

5. a) Reporting period (mm/yy to mm/yy): **January 2014 to June 2015**

b) Requested (phase funding (US \$), and period):
Phase XI (USD 357,760) for January 2016 to December 2017

6. Data reporting:

Reporting requirement	Reported		Year reported	Year submitted
	yes	no		
Article 7	x		2013, 2014	2014, 2015
Country programme implementation	x		2013, 2014	2014, 2015

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).

NOU is within the organization of Department of Environment (DOE) under the Ministry of Natural Resources and the Environment (NRE). The NOU has direct access to senior decision makers such as the Director General of Environment. A National Steering Committee on Ozone Protection which comprises government related agencies, representatives of industries and NGOs was established since 1989, chaired by the Secretary General of Ministry of NRE.

8. Indicate the total number staff in the NOU:

- How many are paid under the IS? 2 Full time Half time
- How many are paid by the Government? 8 Full time Half time

9. Is the unit fully staffed?

YES NO

If no, explain _____

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

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/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	- Establishment of <u> </u> online Licensing system for <u>22</u> registered HCFC importers. (Performance indicator)	Approval Permit (AP) application received: <u>2014 – 397 were approved out of 587 applications from 22 registered importers.</u> <u>Developed Licensing system for exporters of HCFC and Polyol containing HCFC 141b</u> <u>2015 – (As of June)</u>	- Continue processing application online for approval of import and export of HCFC as well as export of polyol with HCFC 141b. - Organise bi-annual meetings as scheduled <u>Performance</u>	- Compliance with the regulations and achieving targeted reduction of HCFC consumption

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected results for next phase
	- Committee on HCFC Quota	<u>175 approvals out of 214 applications from 19 registered importers.</u> - Bi-annual meetings to decide on quota given to qualified importers held on 25 August and 17 Dec 2014; 16 June 2015 and another planned on 13 Nov 2015	Indicator: <u>a) quotas set for year</u> <u>b) number of importers registered for year; number of regulations to be developed/ implemented in timeframe,</u> <u>c) verification visits to (target at least 50%) of the number of registered importers per year.</u>	- Reduction of HCFC imports according to the obligated amount.
Enforcement of control measures to sustain CFC phase out	- Enforcement visits to importers, MAC and RSS workshops - Carry out Technician training as required by the law	2014: - 41 series of technician trainings – 1 Training of Master Trainers - Total competent technicians 5,556. 2015: - 45 series of technician trainings – 1 Training of Master Trainers - Initial stage to develop database on registration of competent technicians trained at Authorised Training Centres (ATCs)	- appointment of consultant to develop and operationalise the system on registration of competent technicians	Ensure and monitor the quality servicing by competent technicians
Monitoring illegal ODS trade (all ODS)	Working closely with Customs Department, organize training for Custom officers	Assist Customs Department to identify and dispose of ceased ODSs.	Continue to work closely with Customs Dept to eliminate illegal importation.	Good collaboration with Customs Dept. to eliminate illegal imports
Ratification of Amendments to the Montreal Protocol	Ratified all amendments	-	-	-
Objective 2: Efficient and timely data collection and reporting				
Monitoring customs import/export	Verification visit, Data auditing and training for enforcement officers	- Verification visits to 22 registered importers in 2014 and to 5 registered importers in 2015	Continue to carry out monitoring and enforcement activities	Compliance with the regulations and quota set for HCFC importation

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected results for next phase
		- Customs/DOE enforcement officers training held on: 16-20 June and 1-4 Dec 2014; 8-12 June 2015; planned on 7-11 Dec 2015		
Article 7 data reporting	<u>Data obtained from Customs Dept. and Statistic Dept.</u> (Performance indicator)	<u>2013 data submitted on 20 Aug 2014 and 2014 data on 29 June 2015</u>	Timely preparation and submission for 2016 and 2017	Compliance with data reporting
Country programme data reporting	<u>Data obtained from Customs Dept. and Statistic Dept.</u> (Performance indicator)	<u>2013 data submitted on 31 March 2014 and 2014 data on 30 March 2015</u>	Timely preparation and submission for 2016 and 2017	Compliance with data reporting
Objective 3: Consultations and coordination with other national agencies/stakeholders				
Steering Committee	i) Meeting of National Steering Committee (NSC) on Ozone Layer Protection – annually ii) Technical Committee on HCFC Import and Quota iii) Meeting of HPMP Project Steering Committee (PSC)	i) The 43 rd and 44 th NSC meetings held on 25 Feb 2014 and 13 Mar 2015 respectively; ii) Meeting on HCFC quota allocation for 2015 held on 26 April and 16 June 2015; For 2016 quota meeting is scheduled on 13 Nov 2015 iii) HPMP PSC meeting on 8 May 2014. Another planned on 13 Nov 2015	i) NSC Meetings and PSC meetings will be held as scheduled; ii) Technical Committee will meet to discuss quota allocation for 2017 and 2018; iii) HPMP PSC meetings will be held as scheduled.	- Better cooperation from all agencies to implement policies and strategies for HPMP -Continuous monitoring of progress on HPMP implementation - Quota allocation to meet the reduction target for 2016 onwards
Industry associations	- Consultation meeting with industries on proposed amendment of Refrigeration Management Regulations. - Roadshows on	- Dialogue with members of Malaysian AC & Refrigeration Association (MACRA) on 11 Feb 2014 on proposed amendment of Regulations on Refrigeration Management to control manufacturing, assembly and imports of AC equipment of 2.5 hp and below for use in Malaysia	- Continue consultation meetings with industries on proposed regulatory actions on HCFC - Organize Briefings on progress of ongoing HPMP	- Better cooperation and participation from industries and stakeholders to phase out ODS

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected results for next phase
	HPMP and Control on MBr for non QPS activities.	<ul style="list-style-type: none"> - Briefing on the amendment to manufacturers, importers and Government agencies, 11 Feb 2015 - Consultation meetings with importers and exporters of HCFC/Polyol: 16 Mar 2014 and 17 Apr 2015. Another meeting to brief on quota given will be in December 2015. - Roadshow on HPMP for RAC Sectors held on 23 Sept 2014 - Dialog with MBr. Fumigators held on 4 June 2015 		
Objective 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption				
HCFC phase-out management plan preparation/implementation	<ul style="list-style-type: none"> - Under HPMP Stage-I, Implementation of investment projects at 13 foam manufacturing industries and 4 System Houses. - Implementation of project in Refrigeration and servicing sector 	<ul style="list-style-type: none"> - All investment projects in foam sector completed in June 2015 and 13 foam manufactures successfully converted to cyclopentane and 4 system houses to methyl formate, solstice and methylal. - Project on R&R and Technicians Certification Program for RAC servicing sector completed in Dec 2014. - Project on Replacement of R22 with R32 for AC sector and Mini Reclaim projects are still on-going. - Meetings organized for Amendment on Refrigeration Management Regulations to include 41 HCFCs as controlled substances, and to prohibit manufacturing, assembly and import of HCFC-based AC equipment of 2.5 hp and below for use in Malaysia. 	<ul style="list-style-type: none"> - Monitoring of on-going HPMP projects in servicing sector. - Enforcement of the amended Refrigeration Management regulations. - Preparation of HPMP Stage-II and submission to the 76th ExCom <p><u>Performance Indicator:</u> <u>number of meetings/visits with stakeholders (e.g. Project Steering Committee) (target once a year), fund recipients) to plan activities for the year</u></p>	<ul style="list-style-type: none"> - Completion of projects in servicing sector by Dec 2016. - HPMP Stage-II commence implementation in 2017.

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected results for next phase
Objective 5: Awareness raising and information exchange				
Information dissemination to key stakeholders	<p>i. Organize Seminar and workshop on ODS and HPMP</p> <p>ii. Organize Awareness Activity on ODS and HPMP</p> <p>iii. Create Publications on ODS and HPMP</p>	<p>i. Seminar and workshops</p> <p>2014</p> <ul style="list-style-type: none"> - Dialogue with MACRA Members, 11 Feb; - Seminar on Alternative for Foam Sector (System House) , 29 April; - Methyl Bromide Phase-out Seminar, 10 June; - Methyl Bromide Phase-out Seminar, 12 June; - Customs Training on HCFC, 16-20 June - Training for Master Trainer for Programme on Certified Technicians in RACs Servicing Sector, 22-26 Sept - International Ozone Day Celebration, 23 Sept; - ODS Alternative Seminar (Hydrocarbon), 8 Oct; - Customs Training on HCFC, 30 Oct – 4 Nov; - Workshop on RACs training module, 17-19 Dec <p>2015</p> <ul style="list-style-type: none"> - Workshop on HPMP and Training Manual for RACs sector, 26 Feb; - Dialogue with MBr Fumigators and Importers, 4 June ; - Customs Training on HCFC, 8-11 June; <p>iii. Publications:</p> <p>Reprint of UNEP's Publication - Poster on Customs HS Code (1,000 cps) and MBr Phase out Booklet (100). Distributed to Customs officers attending the training and MBr fumigators during the Dialogue session. Other publication such as Leaflet on HPMP (5,000 copies) and E-Permit (1,000) were</p>	<p>i) Organize seminar/workshop, including Roadshows on HPMP Stage-II, on alternatives Technologies for HCFC phase out.</p> <p>ii) Organize Awareness activities</p> <p>iii) Create Publications</p>	Enhance awareness on ODS phase out and ozone layer protection, especially in terms of the implementation of HPMP Stage-II and its linkage to climate change.

Objectives (please add as necessary)	Activities in current phase	Achievements in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected results for next phase
		distributed during seminars and training courses.		

International Ozone Day	<ul style="list-style-type: none"> - Minister's message posted on major newspapers - Seminar/ awareness activities 	<p>International Ozone Day Celebration, 23 Sept 2014 at Kuala Lumpur University, Bangi</p> <ul style="list-style-type: none"> - Minister's message posted on major newspaper and websites; - Launching of Training Manual for Technicians in RACs Sector; - Appointment of ATCs for technicians training program. - Seminar on HPMP for Refrigeration Sector. - Training of Master Trainers in RAC Sector <p>- International Ozone Day Celebration planned on 30 Sept 2015 in Putrajaya;</p> <ul style="list-style-type: none"> - Award presentations to 13 Foam Manufacturers and 4 system houses. - Seminar on HCFC - Minister's message in major newspaper and websites; 	<ul style="list-style-type: none"> - Minister's Message in major newspapers - Seminar/ awareness activities 	Enhance awareness on ODS Phase-out and its linkage to climate change, and country's obligation to the Montreal Protocol
Objective 6: Regional cooperation and participation to Montreal Protocol meetings				
Regional network participation	SEAP, Joint SA/SEAP meeting and other regional meetings	<p>2014</p> <ul style="list-style-type: none"> - Joint SA/SEAP Network Meeting, 1-4 April, Luang Prabang, Lao PDR; - Compliance Assistance Program (CAP) Advisory Group Meeting, 9 July, Paris; - Joint SA/SEAP Network Meeting, 13-16 Oct, Siem Reap, Cambodia <p>2015</p> <ul style="list-style-type: none"> - Joint SA/SEAP Network Meeting, 10-13 March, Korea 	<p>Participate in meetings/ trainings to be held in 2016 and 2017</p> <ul style="list-style-type: none"> - Study tour on halon bank management in Australia in 2016 (Capacity building for the new officers of Dept. of Fire and Rescue in managing halon bank) 	<ul style="list-style-type: none"> - Capacity building, knowledge enhancement especially for new ozone officers - Sharing of experience among the NOU officers in the region and knowledge

		- SEAP Meeting in Oct 2015, Bangkok	<u>Performance Indicator: Participation in network and Montreal Protocol meetings (target - to participate each year); Number of recommendations from the regional network meetings implemented (target – all relevant recommendations taken into account/implemented in required timeframe)</u>	enhancement on alternative technologies
Open-ended Working Group /Meeting of the Parties	Participation in OEWG, MOP and other Montreal Protocol Meetings	<p>2014</p> <ul style="list-style-type: none"> - The 72nd ExCom, 12-16 May, Montreal; - HFC Management workshop and the 34th OEWG Meeting, 11-18 July, Paris; - The 10th COP on Vienna Convention and the 26th MOP, 17-21 Nov, Paris. <p>2015</p> <ul style="list-style-type: none"> - HFC management workshop and the 35th OEWG meeting, 20-24 April, Bangkok - The 36th OEWG meeting, 20-24 July, Paris - The 27th MOP 1-5 Nov, Dubai 	Participate in the meetings in 2016 and 2017	Keep informed of the new development on HCFC alternatives and Montreal Protocol related decisions that may affect the industrial development.

11. Financial report:

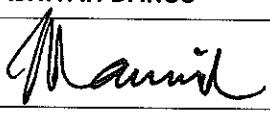
Item of expenditure	Budget for current phase (US \$)	Disbursement (for current phase) (US \$)		Estimated budget (for requested phase) (US \$)	Government funding (in kind contribution) (US \$)	
		Actual	Obligated		Current phase	Requested phase
Staff (including consultants)	60,000	88,583.67	0	70,000	156,000	156,000
Equipment	15,000	4,560.32	0	25,000	0	0
Operational cost (i.e. meetings, consultations, etc.)	133,000	72,118.33	42,737.18	180,000	10,000	10,000
Public awareness	50,000	17,112.29	54,387.71	60,000	0	0
Other	21,500	0	0	22,760	0	0

TOTAL	279,500	182,374.61	97,124.89	357,760	166,000	166,000
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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			Since 2013 The Online Licensing System has been implemented to facilitate approval for HCFC imports according to the quota given to the registered companies. The approval is transmitted to Customs Department at the entry points to assist Customs to curb illegal importation. This is an effective control system to ensure compliance with obligated HCFC consumption.
2. Integration of ozone protection issues into national plans	X			Ozone layer protection issue is incorporated into national strategy and resulted in the amendment of Customs Acts 1967 and Environmental Quality Acts 1974 to control import and exports of ODS and prohibit venting of refrigerants.
3. Completion of phase-out projects	X			As of 30 June 2015, all projects in foam sector i.e. 13 foam conversion projects to use cyclopentane and 4 system houses to develop new alternative polyol using methyl formate, solstice and methyl were completed successfully. In May 2015, the project in servicing sector on Technicians Training was completed with publication of Training Manual, training of Master Trainers, technicians training and distribution of 30 units of R&R machines to 30 Authorised Training Centres. Projects on mini reclaim and replacement project with R32 in Air-conditioning sector are ongoing and expected to complete by the end of 2016.
4. Efficient data reporting	X			The NOU has submitted the required reports to the Ozone Secretariat and MLFS in a timely manner.

13. Government endorsement:

Action plan authorized by (<i>name</i>):	MASHITAH DARUS
Signature of authorising authority:	
Title:	DIRECTOR OF AIR DIVISION
Supervising Organization/Agency/Ministry:	DEPARTMENT OF ENVIRONMENT MALAYSIA
Date:	

14. Submission of action plan:

Name of implementing agency:	UNDP
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Name of Project Officer:	Balaji Natarajan
Signature of Project Officer:	
Date:	
Comments of the implementing agency:	<p>Working closely with Customs, relevant government agencies and industries, Malaysia has successfully implemented and completed most of the HPMP project components and will complete all the HPMP Stage-I project components by the end of 2016</p> <p>In the next IS Phase XI, Malaysia is expected to continue to strengthen national management capacity to effectively implement and monitor HCFC phase-out, to enforce the HCFC policies and regulations, and to sustain awareness and commitment on Montreal Protocol and ODS phase-out from stakeholders and general public, all of which would ensure achieving the HCFC phase-out target as agreed under the Montreal protocol.</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

During the IS-X, Malaysia has been successfully implementing HPMP. Close cooperation with industries and other agencies particularly on enforcement activities such as Customs Department, Fire and Rescue Department and Ministry of Industry and International Trade has been very effective and efficient which led to the successful HCFC control and the achievement of HCFC 10% reduction phase-out target in 2015. The enforcement and monitoring activities were given priority to ensure Malaysia's full compliance with the Montreal Protocol. Awareness programmes conducted including at state level and via mass media enhanced public awareness on ozone layer protection and climate change issues.

b) Plan of action

The operational objective of the Phase-XI is to complete the remaining HPMP Stage-I project component, mini reclaim and replacement project by the end of 2016 and to initiate HPMP Stage-II activities in early 2017.

Malaysia will continue effective and efficient implementation of ODS phase-out activities through enforcement of policies, strategies, control measures, technical assistance and monitoring mechanisms to sustain the compliance with the provision of the Montreal Protocol.