



## PROJECT DOCUMENT

### Malaysia

**Project Title:** MAL/SEV/88/INS/192 Extension of Institutional Strengthening Project (Phase XIV)

**Project Number:** 00143144

**Output Number:** 00131341

**Implementing Partner:** National Ozone Unit, Department of Environment, Ministry of Environment and Water (KASA), Government of Malaysia

**Start Date:** July 2022 **End Date:** 31 December 2024 **PAC Meeting date:** 16 – 24 August 2022

#### Brief Description

This project proposal was 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 (ODS) under the Montreal Protocol. The intersessional approval process and online meetings for the 88<sup>th</sup> Meeting of the Executive Committee of the Montreal Protocol held in November 2021 approved the extension of the Institutional Strengthening project for Malaysia for another 2 years.

The main objective of the project is to further enhance the overall programme management capacity of the National Ozone Unit for the protection of the ozone layer, especially to enforce ODS policy development and supervision, and management of projects. The extension of Phase XIV will provide the necessary support to assist Malaysia to maintain its momentum in phasing out the consumption level of ODS, to improve its HCFC management system, to prepare for HFC phase down and to sustain the capacity of the NOU to effectively implement Malaysia's national Montreal Protocol Programme for ODS phase-out, in order to achieve HCFC consumption reduction targets as per the accelerated phase-out schedule and sustain previous ODS phase-out achievements.

Contributing Outcome (UNDAF/CPD, RPD or GPD):  
**United Nations Sustainable Development Cooperation Framework (UNSDCF) 2021 – 2025 Outcome 2:** By 2025, environmental sustainability and resilience are mainstreamed as priorities within the national development agenda, across all sectors and levels of society.  
**UNDP Strategic Plan Outcome:** Structural transformation accelerated, particularly green, inclusive, and digital transitions

Indicative Output(s) with gender marker GEN-1:

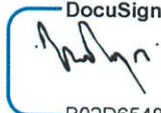
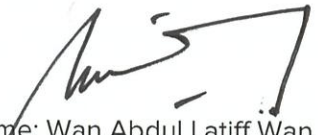
Project Output 1

Implementation of NOU's operational and Montreal Protocol-compliant activities

<b>Total resources required:</b>	USD 357,760	
<b>Total resources allocated:</b>	<b>UNDP TRAC:</b>	
	<b>Donor (MLF):</b>	USD 357,760
	<b>Donor:</b>	
	<b>Government:</b>	
	<b>In-Kind (Implementing partner):</b>	USD 166,000
<b>Unfunded:</b>	Not applicable	

*Note: This is a continuation of the IS projects which has started since 1995. As decided, since IS X, the IS project document shall be signed between UNDP and the Implementing Partner (Department of Environment Malaysia) only.*

Agreed by (signatures):

UNDP	Implementing Partner
<p>DocuSigned by:              Name: Niloy Banerjee            Resident Representative for Malaysia, Singapore and Brunei Darussalam            Date: 15 Sep 2022</p>	<p>            Name: Wan Abdul Latiff Wan Jaffar            Director-General, Department of Environment Malaysia            Date: 15 Sep 2022</p>

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## ACRONYMS AND ABBREVIATION

<b>APR</b>	Annual Progress Report
<b>AWP</b>	Annual Work Plan
<b>CDR</b>	Combined Delivery Report
<b>CFC</b>	Chlorofluorocarbon
<b>CPAP</b>	Country Programme Action Plan
<b>DOE</b>	Department of Environment
<b>EPU</b>	Economic Planning Unit, Prime Minister's Department
<b>FACE</b>	Funding Authorisation and Certificate of Expenditures
<b>HACT</b>	Harmonized Approach to Cash Transfer
<b>HCFC</b>	Hydrochlorofluorocarbon
<b>HFC</b>	Hydrofluorocarbons
<b>KASA</b>	Ministry of Environment and Water
<b>MIDA</b>	Malaysian Investment Development Authority
<b>MITI</b>	Ministry of International Trade and Industry
<b>MLF</b>	Multilateral Fund
<b>MOP</b>	Meeting of the Parties
<b>MP</b>	Montreal Protocol
<b>NFP</b>	National Focal Point
<b>NIM</b>	National Implementation Modality
<b>NOU</b>	National Ozone Unit
<b>NSC</b>	National Steering Committee
<b>ODS</b>	Ozone Depleting Substances
<b>OEWG</b>	Open-ended Working Group
<b>OPS/SPO</b>	Ozone Protection Section
<b>PSC</b>	Project Steering Committee
<b>SBAA</b>	Standard Basic Assistance Agreement
<b>UNDP</b>	United Nations Development Programme

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## I. DEVELOPMENT CHALLENGE

The Institutional Strengthening project plays a very important role in achieving Malaysia's ODS phase-out commitments with corresponding activities since Malaysia ratified Montreal Protocol on 29 August 1989. With the support of the Multilateral Fund under the Institutional Strengthening project, the project management, policy formulation and enforcement capacity of the NOU in DOE Malaysia have been significantly strengthened through the different phases of the Institutional Strengthening project. NOU monitors and manages effectively the day-to-day implementation of ODS phase-out activities through well designed action plans to achieve accelerated phase-out of HCFCs. Actions are also undertaken to ensure sustainability of the phase-out achievements. In addition, Malaysia has signed the Kigali amendment for HFC phase down and has ratified the Kigali Amendment for phase down of Hydrofluorocarbons on 21 October 2020. Malaysia has implemented the HFC licensing system from 1 March 2020.

The extension of Phase XIV will provide the necessary support to assist Malaysia to maintain its momentum in the phasing out of ODS, improve its HCFC management system, prepare for HFC phase down and sustain the NOU's capacity to effectively implement and achieve HCFC reduction targets under Malaysia's National Montreal Protocol Programme.

The Institutional Strengthening project is implemented by the Ozone Protection Section, Air Division, Department of Environment Malaysia. Currently, the section has a workforce of three (3) management and professional staff (1 male, 1 female and 1 vacant), four (4) management and professional contract staff under HPMP II project (2 male & 2 female), and 4 support staff under IS project (2 male and 2 female).

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## II. STRATEGY

The project complies with the agreed strategies as stated in the Country Programme Document (CPD) for the period of 2022 - 2025. Under Output 2.1, the CPD advocates for environmental sustainability and resilience to be mainstreamed as priorities within the national development agenda across all sectors and levels of society, fully aligned with the implementation of 12<sup>th</sup> Malaysia Plan that advances green growth for sustainability and resilience through the implementation of a low carbon, clean and resilient development; efficient management of natural resources to safeguard natural capital and strengthening of the enabling environment for effective governance.

Activities carried out by the National Ozone Unit of the Department of Environment, with funding from the Multilateral Fund of the Montreal Protocol, is an indicator of country's commitment in phasing out HCFC and mitigating GHG.

The project intends to achieve the following outcomes:

- a. To improve policy formulation and enforcement
- b. To strengthen efficient and timely data reporting
- c. To strengthen coordination with related agencies
- d. To improve project management of NOU
- e. To promote public awareness

Project outcomes would be achieved by:

- planning effective elimination and control measures on the imports and illegal trade of ODS (via the implementation of the Application Permit System, and ODS and HFC HS Code respectively);
- establishing policies and standards supporting the regulations on Management of Ozone Depleting Substances in coordination with relevant government agencies;
- ensuring improved project management and staff capacity building by providing training, conducting study tours, etc;
- providing more effective administration of institutional mechanisms for the coordination of national and international efforts for the protection of the ozone layer;
- strengthening mechanisms on information exchange and dissemination and the promotion of activities related to ODS phase-out initiatives and HFC phase down in the country; and

- conducting audits and implementing and monitoring present and future ODS phase-out and HFC phase-down projects approved by the MLF.

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### **III. RESULTS AND PARTNERSHIPS**

#### ***Expected Results***

The IS Phase XIV is expected to further enhance the overall programme management capacity of the National Ozone Unit for the protection of the ozone layer and support the NOU's Montreal Protocol-compliant activities. Below are the main objectives of the project:

- i) Operational activities of the NOU – Support the implementation of applicable legislation and regulations for the control and monitoring of ODS consumption, timely data collection and reporting, awareness raising and participation in Montreal Protocol-related meetings.
- ii) Capacity building and consultation meetings/workshops – Support capacity building programmes for NOU, consultations and coordination with other national agencies/stakeholders, and organization of seminars and workshops related to the implementation of phase-out activities and reduction of ODS consumption and preparation of Kigali Implementation Plan.

#### ***Resources Required to Achieve the Expected Results***

The 88th Meeting of the Executive Committee of the Montreal Protocol held in November 2021 approved the extension of the Institutional Strengthening project for Malaysia for another 2 years for an amount of USD 357,760 for the period January 2022 to December 2023. The project will also be supported by in-kind contribution from the National Ozone Unit towards staff and other facilities.

#### ***Partnerships***

The Implementing Partner is the National Ozone Unit, Department of Environment, Ministry of Environment and Water (KASA). KASA is the Secretariat to the National Steering Committee (NSC) on Protection of the Ozone Layer. The Project Steering Committee (PSC) will assist the National Steering Committee (NSC) in handling all technical and operational matters of the project, having members from the DOE, EPU, Royal Malaysian Customs Department, MITI, MIDA, UNDP and other relevant stakeholders as determined by the NSC. In addition, the project will involve relevant stakeholders such as industry associations, technical committee members, etc. for the development of policy and regulations and for awareness creation.

#### ***Risks and Assumptions***

The project is in line with the ODS phase-out compliance targets of the country and will receive financial support from the MLF. This is a continuation of ongoing IS projects since 1995, with no major issues or complications arising since. Hence, it is anticipated that the project will not experience or lead to any significant environmental, operational or financial risks. However, minor risks such as financial loss or gain due to currency exchange rates, staff turnover in the National Ozone Unit, less-than-expected participation of stakeholders in awareness programmes may be expected. This will be monitored regularly, and actions will be taken as required.

#### ***Stakeholder Engagement***

PSC (Project Steering Committee) meetings consisting of members from the Government such as EPU, Royal Malaysian Customs Department, MITI, MIDA, etc. will be held regularly. Technical committee meetings will also be held to address technical issues and challenges where necessary. Consultation meetings will also be held from time to time with other relevant agencies and industry associations to discuss project-related matters.

### ***Knowledge***

Various activities will be conducted to enhance awareness of stakeholders and the general public on ODS phase out and ozone layer protection, especially in terms of the implementation of HPMP Stage-II and its linkage to HFC phase down and climate change as per the agreed schedule of the Montreal Protocol. This will include the organization of seminars/workshops, including roadshows on HPMP Stage-II, alternative technologies for HCFC phase-out and other such awareness activities, preparatory activities related to HPMP Stage-III and Kigali Implementation Plan. The project is also anticipated to produce awareness materials such as leaflets, booklets etc. for distribution at seminars, technician trainings, state offices and events such as the annual National Ozone Day celebration.

### ***Sustainability and Scaling Up***

Project achievements would be sustainable by (a) improving the capacity of NOU in policy development and enforcement, information collection and exchange, project management, training, promotion activities, and human resource management; (b) establishing policies and standards to support regulations on Management of Ozone Depleting Substances; c) increasing public awareness, and (d) keeping in contact with the international community to ensure alignment with global efforts in protecting the ozone layer.

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## **IV. PROJECT MANAGEMENT**

### ***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 2020 and amendment of Environmental Quality (Prohibitions on the use of CFC and Other Gases as Propellant and Blowing Agent) Order 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.

### ***Project Management***

This project will be executed under the National Implementation Modality. The implementing partner for this project is the National Ozone Unit (NOU), Department of Environment, Ministry of Environment and Water. NOU acts as a National Focal Point (NFP) for planning, developing policies and strategies, monitoring of projects, promulgating and enforcing law and regulations concerning ODS and HFC usage, giving input for industrial development activities, and carrying out ODS phase-out awareness activities at all levels. NOU is the Secretariat of the National Steering Committee (NSC) on Protection of the Ozone Layer and will also acts as a chairman for the various working groups. NOU is responsible to provide information on the progress and development of ODS and HFC issues to the Cabinet.

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

UNDP will be the Implementing Agency, responsible for project assurance, monitoring and evaluation of project objective, outputs and activities, and emerging issues.

**V. RESULTS FRAMEWORK<sup>1</sup>**

	<p><b>Intended Outcome as stated in the Country Programme Results and Resource Framework:</b>  <b>United Nations Sustainable Development Cooperation Framework (UNSDCF) 2021 – 2025 Outcome 2:</b> By 2025, environmental sustainability and resilience are mainstreamed as priorities within the national development agenda, across all sectors and levels of society.</p> <p><b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b></p> <p>National indicator 3 / Goals indicator 9.4.1: Carbon dioxide emissions per capita          Baseline: 8.05 metric tonnes          Target: 7.64 metric tonnes</p> <p><b>Applicable Output(s) from Country Programme between Malaysia and UNDP 2022 – 2025:</b></p> <p>Output 2.1: National development is transitioning towards decarbonization and a resource efficient economy through the adoption of green growth strategies and practices across all sectors.</p> <p>Indicator 2.1.4: Reduction in use of ozone-depleting substances          Baseline: 515.8 ozone depletion potential (tonnes)          Target: 67.5% reduction in 2025          Source: DOE</p> <p><b>Project title and Atlas Project Number:</b> MAL/SEV/88/INS/192 Extension of Institutional Strengthening Project (Phase XIV)          (ATLAS AWARD PROJECT ID: 00143144 / OUTPUT ID: 00131341)</p>
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EXPECTED OUTPUT	OUTPUT INDICATORS <sup>1</sup>	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	Year 2022	Year 2023	Final Year	
<b>Output 1</b> <i>Implementation of NOU's operational and Montreal Protocol-compliant activities</i>	<b>1.1</b> Adoption/implementation of ODS/HFC legislation and regulation to control and monitor ODS/HFC consumption a. No. of Licensing and quota system for HCFCs in place b. No. of Licensing for import and export of HFC is in place c. Training of technicians on the implementation of ODS/HFC legislation to monitor consumption	Online approvals  Training of technicians	This is an ongoing activity	2022	200 (combined target for indicator 1.1a and 1.1b)	200 (combined target for indicator 1.1a and 1.1b)	200 (combined target for indicator 1.1a and 1.1b)	Online approval system reports and visit/training reports
	<b>1.2</b> Efficient and timely data collection and reporting a. CP report submitted b. A7 data report submitted	CP and A7 data reports submission dates	This is an annual activity	2022	1 1	100 (up to 10% is female technician = 10)	100 (up to 10% is female technician = 10)	100 (up to 10% is female technician = 10)



<p><b>1.3</b> Consultations and coordination with other national agencies/stakeholders</p> <p>a. NSC/PSC meetings held with number of gender disaggregated representation</p> <p>b. Other stakeholder meetings held (customs, industry associations etc)</p>	<p>Meeting documents</p>	<p>This is an ongoing activity</p>	2022	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>Meeting reports</p>	
			2022	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>HPMP progress reports</p>	<p>HPMP annual progress reports submitted to the ExCom</p>
			2022	<p>10 (up to 20% of women participated in awareness raising &amp; information exchange)</p> <p>0</p>	<p>10 (up to 20% of women participated in awareness raising &amp; information exchange)</p> <p>1</p>	<p>10 (up to 20% of women participated in awareness raising &amp; information exchange)</p> <p>1</p>	<p>Workshop reports</p>	<p>Annual progress report</p> <p>Awareness materials/publication on ODS phase out in Malaysia</p>
<p><b>1.4</b> Supervision of timely implementation of phase-out activities and reduction in ODS consumption</p>	<p>HPMP progress reports</p>	<p>This is an ongoing activity</p>	2022	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>Meeting reports</p>	
<p><b>1.5</b> Awareness raising and information exchange</p> <p>a. Number of participants with gender disaggregated data in awareness raising activities and information exchange</p> <p>b. Number of awareness materials / publication</p>	<p>Workshop reports</p>	<p>This is an ongoing activity</p>	2022	<p>10 (up to 20% of women participated in awareness raising &amp; information exchange)</p> <p>0</p>	<p>10 (up to 20% of women participated in awareness raising &amp; information exchange)</p> <p>1</p>	<p>10 (up to 20% of women participated in awareness raising &amp; information exchange)</p> <p>1</p>	<p>Annual progress report</p> <p>Awareness materials/publication on ODS phase out in Malaysia</p>	
<p><b>1.6</b> Regional cooperation and participation to Montreal Protocol meetings (online or in person)</p>	<p>Meeting reports</p>	<p>This is an annual activity</p>	2022	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>1 (at least 50% of the PSC members are women)</p> <p>5 (Number of men and women participated in stakeholder meetings, etc.)</p>	<p>Network meeting, OEWG, MOP and ExCom meeting reports</p>	

## VI. MONITORING AND EVALUATION

The project outputs and activities will be closely monitored by UNDP and the EPU as outlined in the Country Programme Action Plan 2022 – 2025.

### Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
<b>Track results progress</b>	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	NOU and UNDP	
<b>Monitor and Manage Risk</b>	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. HACT assurance activities will be conducted in accordance with UNDP's HACT Policy to manage financial risk.	Semi-annually	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.	NOU and UNDP	
<b>Learn</b>	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	NOU and experts	
<b>Annual Project Quality Assurance</b>	Not applicable as UNDP is the managing or administrative agent for IS IX project funded by Multilateral Funds.	Not applicable	Not applicable	Not applicable	
<b>Review and Make Course Corrections</b>	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	NOU and UNDP	

<b>Project Review (Project Board / Steering Committee)</b>	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. 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 and to socialize project results and lessons learned with relevant audiences.	At least annually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	NOU and UNDP	
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Monitoring and evaluation of this project will be conducted in tandem with the monitoring mechanisms implemented under the HCFC Phase-Out Management Plan (HPMP) Stage-II project. In addition, the project progress reporting documents required for UNDP are as follows:

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

The Mid Year Progress Report shall cover progress over a six-month period and utilize the standard template. MYPRs for IS projects are not required to be submitted to the Implementing Partner (EPV) and will be completed and kept for internal records only.

#### **Annual Progress Report (APR)**

The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year. APRs for IS projects are not required to be submitted to the Implementing Partner (EPV) and will be completed and kept for internal records only.

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 and shared with the implementing partner, at minimum, on a bi-annual basis. The Implementing Partner is required to verify each transaction made and sign the issued CDR report.

#### **HACT Audit and Assurance Activities**

Audit is an integral part of sound financial and administrative management, and of the UNDP accountability framework. For UNDP's Nationally Implemented Modality projects, audit and/or spot-checks constitute the assurance activities under the Harmonised Approach to Cash Transfer (HACT) Framework. The objective of the HACT Framework is to support a closer alignment of development aid with national priorities and to strengthen national capacities for management and accountability, with the ultimate objective of gradually shifting to national systems. It is intended to serve as a set of procedures on requesting, disbursing, providing assurance, and reporting on funds to effectively manage risks, reduce transaction costs and promote sustainable development in a coordinated manner. The audit provides assurance that resources are used to achieve the results described in the Annual Work Plan and that UNDP and government cost sharing resources are adequately

safeguarded. Each year, an HACT Assurance Plan will be developed by UNDP based on the quantum of the budget/expenditure made by a National Implementing Partner. HACT Audit/ Spot-checks are performed by the Supreme Audit Institution ie the national Department of Audit or an appointed third party assessor.

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 EPV.

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 results

## VII. MULTI-YEAR WORK PLAN <sup>2,3</sup>

ATLAS Activity	Responsible Party	Source of Funds/ Fund code	Donor ID	ATLAS Account Code	ATLAS Budget Description	2022	2023	Total (USD)
Implementation of NOU's operational and Montreal Protocol-compliant activities	DOE	63030	MLF	72100	Contractual Services (Companies)	35,000	42,700	77,700
	DOE	63030	MLF	72200	Equipment	10,000	10,000	20,000
	DOE	63030	MLF	71800	Contractual Services (Implementing Partner)	40,000	40,000	80,000
	DOE	63030	MLF	75700	Training workshop and conferences	57,000	57,000	114,000
	DOE	63030	MLF	71600	Travel	30,000	30,000	60,000
	DOE / UNDP	63030	MLF	74500 (74596)	Services to project	3,000	3,060	6,060
<b>TOTAL</b>						175,000	182,760	357,760

<sup>2</sup> Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

<sup>3</sup> Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

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## **VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS**

### ***Programme Management Arrangements***

A Project Steering Committee (PSC) will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool. The PSC will assist the National Steering Committee (NSC) in handling all technical and operational matters of the project. The members of the PSC will consist of representatives from the DOE, EPU, Royal Malaysian Customs Department, MITI, MIDA, KASA, 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 managing project activities and providing direction and guidance on project-related issues, in addition to ensuring that the project document and project revisions requiring Government's approval are endorsed and approved in accordance with established procedures. 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 coordination of project activities as per the project document. Among these responsibilities are managing project activities, recommending payments for approval by the NPD, preparing project reports, and ensuring the project runs 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 financial resources and are accountable for:

- Managing UNDP and the 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.

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;
- Transaction-based services such as payment to vendors, etc.

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 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.

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## **IX. LEGAL CONTEXT AND RISK MANAGEMENT**

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, considering 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 no 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](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.



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## ANNEX I: PROJECT QUALITY ASSURANCE REPORT

**Exempted.**

**Reason for exemption:** Administrative Agent only. UNDP acts as the implementing agency of the Multilateral Funds (MLF) – a financial mechanism of the Montreal Protocol, to administer the financial support for the institutional strengthening support from the Multilateral Fund (MLF) to ensure the National Ozone Units at the national level namely Ozone Protection Section, Air Division in the Department of Environment (DOE) Malaysia, acquire and enhance their capacities in accordance with the Article 5 Parties to comply with their commitments to ODS phase-out. All the outputs and activities are developed and fully implemented by the Ozone Protection Unit, DOE including monitoring, evaluation and reporting of the results as a result of this financial support for institutional strengthening from MLF.

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## ANNEX II: RISKS AND MITIGATION

### SESP Exemption

**Project Title:** MAL/SEV/88/INS/192 Extension of Institutional Strengthening Project (Phase XIV)

**Project Number:** 00143144

**Output Number:** 00131341

Snapshot Guidance on SESP Exemption  
January 2021

Excerpt from [2021 SESP Guidance Note](#)

7. Projects that consist **solely** of any of the following functions or activities will be **exempt** from the screening requirement:
  - a. UNDP serves as Administrative Agent;
  - b. Preparation and dissemination of reports, documents and communication materials;
  - c. Organization of an event, workshop, training;<sup>2</sup>
  - d. Strengthening capacities of partners to participate in international negotiations and conferences;
  - e. Partnership coordination (including UN coordination) and management of networks; and/or
  - f. Global/regional projects with no country-level activities (e.g. activities such as knowledge management, inter-governmental processes);
  - g. Development Effectiveness projects and Institutional Effectiveness projects.
8. The exemption criteria apply when they comprise the entire scope of the project, not just one component. For projects that meet the SESP exemption criteria, Project Developers indicate in the SESP Tool that the SESP is not required and indicate the reason for the exemption. The SESP exemption is recorded in the project Design Stage QA Assessment Rating Tool.

#### Simple Method for Visualizing/Determining Exemption

Complete this table for the project under consideration; if even one activity does not logically fall under any criterion, then the project is not exempt from the SESP. In that case, the SESP must then be prepared to capture the environmental and/or social risks associated with all projects activities (with a focus on those outside these criteria).

For projects that are exempt – i.e. all activities can logically be placed under one or more criteria – the completed table can be used to structure or guide the justification for the exemption. e.g. “All outputs in project Component X involve the organization of training (exemption criterion c), and no other activities. All outputs in Component Y...” (etc.).

Note that not all criteria must be met for a project to be exempt.

<i>SESP Exemption Criteria</i>	<i>Project Outputs/Activities</i>
a. UNDP serves as Administrative Agent	Not applicable
b. Preparation and dissemination of reports, documents and communication materials	<b>Output 1</b> Implementation of NOU's operational and Montreal Protocol-compliant activities
c. Organization of an event, workshop, training	<b>Output 1</b> Implementation of NOU's operational and Montreal Protocol-compliant activities
d. Strengthening capacities of partners to participate in international negotiations and conferences	<b>Output 1</b> Implementation of NOU's operational and Montreal Protocol-compliant activities
e. Partnership coordination (including UN coordination) and management of networks	Not applicable
f. Global/regional projects with no country-level activities	Not applicable
g. Development Effectiveness projects and Institutional Effectiveness projects.	Not applicable

**IS XIV Project Risk Register**

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner																																																
	<p>Enter a brief description of the risk. Risk description should include future event and cause.</p> <p>Risks identified through HACT, PCAT, SES, Private Sector Due Diligence, and other assessments should be included</p>	<p>Social and Environmental Financial Operational Organizational Political Regulatory Strategic Other</p>	<p>Describe the potential <b>effect</b> on the project if the future event were to occur.</p> <p>Enter <b>likelihood</b> based on 1-5 scale (1 = Not likely, 5 = Expected)</p> <p>Enter <b>impact</b> based on 1-5 scale (1 = Negligible 5 = Extreme)</p> <p>Based on Likelihood and Impact, use the Risk Matrix to identify the Risk Level (high, Substantial, Moderate or Low – see below)</p> <div style="text-align: center;"> <p><b>UNDP ERM - Risk Matrix</b></p> <table border="1"> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>5</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> </tr> <tr> <td>4</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> </tr> <tr> <td>3</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> </tr> <tr> <td>2</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> </tr> <tr> <td>1</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> <td style="background-color: #004a7c; color: white;">Substantial</td> </tr> <tr> <td></td> <td colspan="5" style="text-align: center;"><b>Likelihood</b></td> </tr> <tr> <td></td> <td colspan="5" style="text-align: center;"> <div style="display: flex; justify-content: space-between; width: 100%;"> <span style="font-size: small;">HIGH</span> <span style="font-size: small;">MODERATE</span> <span style="font-size: small;">LOW</span> </div> </td> </tr> </table> </div>		1	2	3	4	5	5	Substantial	Substantial	Substantial	Substantial	Substantial	4	Substantial	Substantial	Substantial	Substantial	Substantial	3	Substantial	Substantial	Substantial	Substantial	Substantial	2	Substantial	Substantial	Substantial	Substantial	Substantial	1	Substantial	Substantial	Substantial	Substantial	Substantial		<b>Likelihood</b>						<div style="display: flex; justify-content: space-between; width: 100%;"> <span style="font-size: small;">HIGH</span> <span style="font-size: small;">MODERATE</span> <span style="font-size: small;">LOW</span> </div>					<p>What actions have been taken/will be taken to manage this risk.</p>	<p>The person or entity with the responsibility to manage the risk.</p>
	1	2	3	4	5																																																
5	Substantial	Substantial	Substantial	Substantial	Substantial																																																
4	Substantial	Substantial	Substantial	Substantial	Substantial																																																
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1	<p>Changes in the national policy commitment to phase out ozone depleting substances i.e. HCFC and HFC.</p>	<p>Political</p>	<p>Changes in political leadership and government priorities may occur that reduce the significant commitment needed across government to effectively address the phase-out of ozone depleting substances.</p> <p>L = 2 I = 3 Moderate</p>	<p>Policy advocacy and awareness raising among policy decision makers will be built and capacity will be enhanced in the National Ozone Unit in as an iterative and integral part of the project activities, as well as to maintain the synergized collaboration among international development partners in keeping up the momentum on response to ODS phase-out programme in Malaysia.</p>	<p>Director, Ozone Protection Section (NOU)</p>																																																
2	<p>High turnover of staff members in implementing partner.</p>	<p>Operational</p>	<p>Staff turnover could lead to the loss of institutional knowledge regarding project interventions, and less effective implementation.</p>	<p>Relationships with the appropriate individuals in the Department of Environment Malaysia will be established through clear institutional mandates for roles and responsibilities in the project.</p>	<p>Director, Air Division, Department of</p>																																																

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner
			L = 4 I = 3 Moderate	The project approach to training will focus on developing institutionalized training programmes that are positioned to provide continuing professional development support to DOE staff during and after the project.	Environment Malaysia
3	Economic shocks such as inflation and fluctuation of exchange rate between Ringgit Malaysia and US Dollar, may impact the achievement of project results.	Economic	Project outputs and activities may be compromised, resulting in sub-optimal or limited capacity built in National Ozone Unit to support Malaysia's commitment in HCFC and HFC phase-out programme. L = 3 I = 3 Moderate	The project strategy is well aligned with national government priorities; and is inclusive and engages relevant federal and state governments, and industrial players. Adaptive measures to closely monitor external shocks, and adjust the number & scale of activities throughout the project implementation period to ensure they are cost effective and result-oriented	Director, Ozone Protection Section (NOU)
4	Current government procurement system does not allow international suppliers / vendors / contractors who are greatly required / involved in UNDP-supported projects. The ePerolehan system also does not allow procurement of individual experts, neither domestic nor international.	Operational	The project may be deprived of access to international and regional expertise required in the implementation of capacity building activities in the project. L = 3 I = 2 Low	Request for UNDP support services in the procurement of goods and services that are open to both domestic and international suppliers / vendors / contractors.  Other procurements funded by Government are required to follow the procurement procedure set by the Ministry of Finance. Should it be necessary/required, the Government will consider opening the bidding process to international suppliers.	Director, Ozone Protection Section (NOU)

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### **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, KASA, 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 plans 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;
- Advise on the long-term sustainability strategy of the project;
- Review and approve all related reports to the projects.

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## **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 Director – Air Division under the Department of Environment. The NPD's main responsibility is to coordinate project activities with the main parties to the project, the Government co-coordinating authorities, appointed consultants, and UNDP.

The NPD will also work in close collaboration with UNDP in:

- Ensuring that the project document and project revisions requiring Government's approval are processed through the Government co- coordinating 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.

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**ANNEX V: RESULTS OF THE CAPACITY ASSESSMENT OF THE PROJECT  
IMPLEMENTING PARTNER AND HACT MICRO ASSESSMENT**

Refer to PCAT and HACT micro assessment dated March 2022.



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## **ANNEX VI: PROJECT ANNUAL REPORT TEMPLATE**

The latest project annual report template under Country Programme Action Plan 2022 - 2025 agreed between the Economic Planning Unit in the Prime Minister's Department and UNDP will be used.

**ANNEX VII: FACE FORM TEMPLATE**

**D. Funding Authorization and Certificate of Expenditures (FACE) Form Template**

Funding Authorization and Certificate of Expenditures

Country: XX  
 Programme Code & Title: XX  
 Project Code & Title: XX  
 Responsible Officer(s): XX  
 Implementing Partner: XX

Date: DD/MM/YYYY

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

UN Agency: XXXXXXXXXXXXXXX

Activity Description from AWP with Duration XX (MM/YYYY - MM/YYYY)	Coding for UNDP, UNFPA and WFP			REPORTING			REQUESTS / AUTHORIZATIONS		
	Authorized Amount MM/M/YYYY	Actual Project Expenditure B	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount MM/M/YYYY	Outstanding Authorized Amount F	Outstanding Authorized Amount G = D + F		
Total	a	b	c	d	e	f	g	h	i

**CERTIFICATION**

The undersigned authorized officer of the above mentioned implementing institution hereby certifies that:  
 The funding request above represents estimated expenditures as per AWP and itemized cost estimates attached.  
 The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

NOTES: \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR ALL AGENCIES**

Approved by:	
Name:	_____
Title:	_____
Date:	_____

**FOR UNICEF USE ONLY**

Account Charges		DCT Reimburs		DCT Reimburs		DCT Reimburs	
Cash Transfer Balance	0	0	0	0	0	0	0
DCT Amount	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Meetings & Conferences	0	0	0	0	0	0	0
Other Cash Transfers	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

## ANNEX VIII: TERMINAL REPORT AND REQUEST FOR EXTENSION

### TERMINAL REPORT

Phase XIII, 12/2019-12/2021

AND

### REQUEST FOR EXTENSION OF INSTITUTIONAL STRENGTHENING FUNDING

Phase XIV, 1/2022 to 12/2023

1. Country: **MALAYSIA**
2. National implementing agency / ozone unit:  
**Department of Environment, Ministry of Environment and Water, Government of Malaysia**
3. Implementing agency: **UNDP**
4. Institutional strengthening (IS) project phases (approved):

MLF Project	Phase	Duration (dd/mm/yy)	MLF Funding (Approved) (US\$)	MLF Funding (Disbursed) (US\$)
MAL/SEV/09/INS/08	I	Mar 1993 – Dec 1996	322,520	306,817
MAL/SEV/20/INS/91	II	Oct 1996 – Oct 1998	215,000	209,447
MAL/SEV/26/INS/114	III	Nov 1998 - Dec 2000	215,000	178,116
MAL/SEV/32/INS/142	IV	Dec 2000 - Mar 2005	215,000	204,006
MAL/SEV/38/INS/148	V	Nov 2001 - Dec 2005	279,500	262,367
MAL/SEV/44/INS/153	VI	Dec 2004 - Jul 2008	279,500	279,500
MAL/SEV/53/INS/159	VII	Nov 2007 – Dec 2010	279,500	277,499
MAL/SEV/58/INS/165	VIII	Jul 2009 – Dec 2011	279,500	279,268
MAL/SEV/64/INS/167	IX	Jul 2011 – Jun 2015	279,500	279,500
MAL/SEV/70/INS/171	X	Jul 2013 – Dec 2015	279,500	271,206
MAL/SEV/75/INS/180	XI	Nov 2015 – Dec 2017	357,760	305,470
MAL/SEV/80/INS/185	XII	Nov 2017 – Dec 2019	357,760	357,760
MAL/SEV/84/INS/188	XIII	Dec 2019 – Dec 2021	357,760	253,888*

\* Updated disbursement as of 31 August 2021. The balance amount will be disbursed for planned activities by the end of December 2021.

5. a) Reporting period (mm/yy to mm/yy): **December 2019 to December 2021**
- b) Requested (phase funding (US \$), and period): **Phase XIV (US\$ 357,760)  
January 2022 to December 2023**

## 6. Data reporting:

Reporting requirement	Reported		Years reported	Years submitted
	yes	no		
Article 7	✓		2020	2021
Country programme implementation	✓		2020	2021

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 NOU is within the organization of the Department of Environment (DOE) under the Ministry of Environment and Water. 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 the Ministry.*

8. Indicate the total number staff in the NOU: **11**

- How many are paid under the IS? \_\_\_\_\_4\_\_\_\_\_ Full time \_\_\_\_\_ Half time \_\_\_\_\_

- How many are paid by the Government? 7 Full time \_\_\_\_\_ Half time \_\_\_\_\_

9. Is the unit fully staffed?

YES  NO

If no, explain: NA

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 (XIII/12/2019-12/2021)	Planned activities in next phase (XIV/1/2022-12/2023)	Expected results for next phase
<b>Objective 1:</b>	<b>Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption</b>	<b>Performance indicator:</b> <i>Amount of quotas allocated</i>		
1.1. Introduction of licensing and quota system for HCFCs	Processing applications online for the approval of import and export of HCFC.	2020 – 1007 licenses were approved out of 1128 applications from 14 registered HCFC importers and 47 registered HFC importers.  2021 – (As of August) 800 approvals out of 877 applications from 14 registered HCFC importers and 55 registered HFC importers.	<ul style="list-style-type: none"> <li>Continue processing applications online for approval of import and export of HCFC and HFC.</li> <li>At least one (1) meeting held by December 2022 to establish 2023 quota.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with the regulations achieved; and</li> <li>Targeted reduction of HCFC consumption achieved and maintained.</li> <li>HCFC imports reduced according to the obligated amount.</li> </ul>
1.2. Enforcement of control measures to sustain ODS phase out	Organized meetings as scheduled to decide on amount of quota given to qualified importers  <b>Performance indicator:</b> <i>Amount of quotas allocated</i>	Control mechanism for HFCs import and export were implemented starting 1st March 2020.  3 meetings held were held on 14 February 2020, 6 August 2020 and 1 December 2020 for quota allocation  <b>Performance indicator achieved - more than 1800 licenses of quotas issued</b>	<b>Performance indicator:</b> <i>Number of enforcement visits carried out.</i>	<ul style="list-style-type: none"> <li>Continue monitoring activities</li> <li>Quality of training for servicing technicians is</li> </ul>
	Enforcement visits to importers, AC and RSS workshops to verify training delivered under the HPMP.	2020 enforced actions to - 48 ATC throughout the country - Trained technicians: 2010 - Total competent technicians: 1655  2021 (January–August):	<ul style="list-style-type: none"> <li>Continue monitoring activities</li> </ul>	<ul style="list-style-type: none"> <li>Quality of training for servicing technicians is</li> </ul>

	Verification of Technicians training as required by the law	-48 ATC for technician trainings - Trained technicians of 913 - Competent technicians 794  <b>Performance indicator achieved</b> - more than 3000 technicians trained and verified visits	<ul style="list-style-type: none"> <li>Continue enforcement visits to importers, AC and RSS workshops</li> </ul>	ensured and monitored by competent authority <ul style="list-style-type: none"> <li>National legislation is enforced.</li> </ul>
1.3. Monitoring illegal ODS trade (all ODS)	<p>Number of enforcement visits carried out</p> <p>Worked closely with Customs Department, organize training for Customs officers</p> <p><b>Performance indicator</b> Number of customs officers trained on illegal trade prevention</p>	<p>Training provided to, including customs and DOE enforcement officers</p> <ul style="list-style-type: none"> <li>2020 – 46 officers trained</li> <li>2021 – training program is planned in October 2021.</li> </ul> <p><b>Performance indicator achieved</b> - 46 officers trained during Phase XIII</p>	<p><b>Performance indicator</b> <i>At least 30 customs officers trained on illegal trade prevention</i></p> <ul style="list-style-type: none"> <li>Continue to work closely with Customs Department to eliminate illegal importation.</li> </ul>	<ul style="list-style-type: none"> <li>Good collaboration with Customs Department to eliminate illegal imports established</li> <li>Government Officers capacities are continuously strengthened.</li> </ul>
1.4. Ratification of amendments to the Montreal Protocol	<p>Actions carried out to facilitate the ratification of new amendments:</p> <ul style="list-style-type: none"> <li>Malaysia, as Group 1 of the Kigali Amendment, took actions on the control and monitored baseline formation from 2020.</li> <li>Discussions, Dialogues, Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Kigali amendment ratified on 21 October 2020.</li> <li>HFC licencing system implemented from 1 March 2020.</li> <li>HFC preparation project submitted in the 86<sup>th</sup> ExCom.</li> </ul>	<p><b>Performance indicator</b> <i>Specific actions taken as required after the ratification of the Kigali Amendments to the Montreal Protocol according to an appropriate timetable</i></p> <ul style="list-style-type: none"> <li>Setting up of quota system for HFCs</li> <li>Continue reporting on HFC consumptions</li> <li>Development of overarching strategy for</li> </ul>	<ul style="list-style-type: none"> <li>Kigali Implementation plan prepared</li> </ul>

	<p>and consultation with relevant stakeholders to promote Kigali Amendment and to discuss phase down options.</p> <p><b>Performance indicator</b> Specific actions taken to ratify any the Kigali Amendments to the Montreal Protocol according to an appropriate timetable</p>	<p><b>Performance indicator achieved</b> - Kigali amendment ratified</p>	<p>implementation of the Kigali amendment</p>	
<b>Objective 2: Efficient and timely data collection and reporting</b>				
<p>2.1. Monitoring customs import/export</p>	<p>Verification visits, data auditing.</p> <p><b>Performance indicator:</b> Number of enforcement visits carried out</p>	<p>Verification visits to:</p> <ul style="list-style-type: none"> <li>• 3 registered importers in 2020 and</li> <li>• 5 registered importers in 2021 (Until August 2021)</li> </ul> <p>More verifications visits could not be carried out due to the Movement Control Order imposed during the pandemic.</p> <p><b>Performance indicator achieved</b> - 8 visits carried out to importers</p>	<p><b>Performance indicator:</b> At least 4 enforcement visits carried out</p> <ul style="list-style-type: none"> <li>• Continue to carry out monitoring and enforcement activities</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with the regulations and quota set for HCFC importation is achieved.</li> <li>• Customs activities on enforcement are strengthened.</li> </ul>
<p>2.2 Article 7 data reporting</p>	<p>Data obtained from Customs Department and Statistics Department</p> <p><b>Performance indicator:</b></p>	<p>2019 data submitted on 23 Jun 2020 and 2020 data submitted on 3 Jun 2021.</p>	<p><b>Performance indicator:</b> A7 data submitted on time</p> <p>Timely preparation and submission for 2021 and 2022</p>	<ul style="list-style-type: none"> <li>• Compliance with data reporting deadlines achieved</li> </ul>



2.3. Country programme data reporting	A7 data submitted on time Data obtained from Customs Department and Statistics Department	<b>Performance indicator fully achieved</b> 2019 data submitted on 29 April 2020 and 2020 data submitted on 30 April 2021.	<b>Performance indicator:</b> CP data submitted on time	Compliance with data reporting deadlines achieved
	<b>Performance indicator:</b> A7 data submitted on time	<b>Performance indicator fully achieved</b>	Timely preparation and submission for 2021 and 2022	
<b>Objective 3: Consultations and coordination with other national agencies/stakeholders</b>				
3.1. Steering Committee	NSC Meetings held as scheduled	<ul style="list-style-type: none"> <li>49<sup>th</sup> NSC meeting held on 20 May 2021</li> </ul>	<b>Performance indicator:</b> Number of Steering Committee meetings per year:	
	Technical Committee met to discuss quota allocations for 2020 and 2021	<ul style="list-style-type: none"> <li>28 November 2019 – Technical Committee Meeting finalized the 2020 quota allocation</li> <li>1 December 2020 - Technical Committee Meeting to update the progress of 2021 allocation</li> </ul>	<ul style="list-style-type: none"> <li>Number of men and women participated in steering committee</li> </ul>	<ul style="list-style-type: none"> <li>Better cooperation from all agencies achieved.</li> </ul>
	HPMP PSC meetings held as scheduled.	<ul style="list-style-type: none"> <li>PSC Meeting was held on 29 January 2020</li> <li>PSC Meeting was held on 25 February 2021</li> </ul>	<ul style="list-style-type: none"> <li>NSC meetings will be held as scheduled</li> </ul>	<ul style="list-style-type: none"> <li>Better implementation of policies and strategies for HPMP agreed upon.</li> </ul>
	Consultation with Royal Customs of Malaysia	<ul style="list-style-type: none"> <li>Meetings held from time to time especially on implementation of import/export of ODS</li> </ul>	<ul style="list-style-type: none"> <li>Technical Committee will meet to discuss quota allocations for 2022 and 2023</li> </ul>	<ul style="list-style-type: none"> <li>Quota allocation to meet the reduction target for 2020 onwards agreed within the Committee.</li> </ul>
	<b>Performance indicator:</b>	<b>Performance indicator achieved</b> - several meetings held during Phase XIII as above	<ul style="list-style-type: none"> <li>HPMP PSC meetings will be held as scheduled.</li> <li>Continuous consultation with Royal Customs of Malaysia continued on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Continuous monitoring of progress on HPMP implementation put in place.</li> <li>Continuous monitoring and enforcement activities agreed upon.</li> </ul>

<p>3.2. Industry associations</p>	<p>Number of Steering Committee meetings per year</p> <p>Consultation meeting with industries held for Montreal Protocol related activities</p> <ul style="list-style-type: none"> <li>consultation meetings with industries to discuss and address issues on proposed regulatory actions about the Montreal Protocol</li> <li>Organize briefings on the progress of ongoing HPMP projects to the stakeholders</li> </ul> <p><b>Performance indicator:</b> Number of meetings with industry associations regarding ODS phase out activities</p>	<ul style="list-style-type: none"> <li>6 August 2020, 6 &amp; 22 October 2020 – Stakeholders Consultation for the National Strategy on HFC Phase Down.</li> <li>9 March 2021, 12 &amp; 30 April 2021 - Stakeholders Consultation for the National Strategy on HFC Phase Down.</li> <li>17 August 2021 – National Workshop on HFC Phase Down Strategy and Rome Declaration.</li> </ul> <p><b>Performance indicator achieved</b> - Three (3) Meetings/Working Seminar held on key ODS phase-out issues</p>	<p><b>Performance indicator:</b> <i>At least two meetings with industry associations regarding ODS phase out activities</i></p> <p><i>Number of women participated in stakeholders' meetings</i></p> <ul style="list-style-type: none"> <li>Continue consultation meetings with industries to discuss and address issues on proposed regulatory actions about the Montreal Protocol</li> <li>Organize briefings on the progress of ongoing HPMP and HFC projects to the stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Better cooperation and participation from industries and stakeholders to phase-out ODS achieved.</li> </ul>
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**Objective 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption**

<p>4.1. HCFC phase-out management plan preparation/implementation</p>	<p>Monitoring of ongoing HPMP activities in the servicing sector</p> <p>Enforce the amended Refrigeration Management regulations.</p> <p>Oversight and Support on the Implementation of Kigali Amendment Enabling Activities</p> <p>Coordination and Oversight of HPMP-II Activities</p> <p>Development of HPMP Stage III</p>	<ul style="list-style-type: none"> <li>• HPMP Stage II project is ongoing.</li> <li>• HPMP Stage III preparation approved in the 87<sup>th</sup> ExCom</li> <li>• DOE monitored actively the current EQA (Refrigerant Management) Regulation.</li> <li>• EA Project has been completed and strategy options to HFC phase down identified.</li> <li>• HFC preparation project submitted to the 87<sup>th</sup> ExCom</li> <li>• The Amendment Regulation is gazetted in 2020, and new procedures for enforcement are established.</li> </ul> <p><b>Performance indicator achieved</b></p> <p><b>Performance indicator achieved</b></p>	<p><b>Performance indicator:</b> Number and type of monitoring activities carried out</p> <p><b>Performance indicator:</b> Individual tranches/components of HPMPs are implemented according to schedule</p> <ul style="list-style-type: none"> <li>• Continue monitoring and coordination of ongoing HPMP projects</li> <li>• Development of Stage III of HPMP</li> <li>• DOE state offices continue to enforce and monitor the present EQA (Refrigerant Management) regulation.</li> <li>• Development of HFC preparation project</li> </ul>	<ul style="list-style-type: none"> <li>• Tranches of HPMP II monitored and activities coordinated by the DOE.</li> <li>• Successful completion of Tranche II of HPMP II achieved.</li> <li>• HPMP III Preparation project completed</li> <li>• HFC preparation project completed</li> </ul>
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	implemented according to schedule			
<b>Objective 5: Awareness raising and information exchange</b>				
5.1. Information dissemination to key stakeholders	<ul style="list-style-type: none"> <li>14 January 2020 – Seminar on R32 Air-Conditioning and Hands-On Demonstration with JKR and Daikin</li> <li>17 January 2020 – Consultative Meeting with Foam Sector</li> <li>21 February 2020 – Briefing on e-Permit system for HFC registered importers and exporters.</li> <li>24-27 August 2020 – Workshop on Standard Operating Procedure for the enforcement of EQR (Refrigerant Management) 2020.</li> <li>9 September 2020 – Refresher Course for Master Trainers on Handling of Flammable Refrigerants.</li> <li>12 January 2021 – Webinar 'Implication on Ozone Depletion and Climate Change on the Cooling Industry'</li> <li>30 March 2021 – Briefing to HCFC / HFC registered importers and exporters.</li> </ul>	<p>Technical Information disseminated through Workshops, Seminars and Roadshows organized in association with HPMP Stage-II sector plan on alternative technologies and strategies for HCFC phase-out.</p> <ul style="list-style-type: none"> <li>Five (5) seminar/ workshop organized in 2020</li> <li>Three (3) seminar/ workshop organized in 2021</li> </ul>	<p><b>Performance indicator:</b> Number of information dissemination events</p> <p>Number of men and women participated in information dissemination events</p> <p><b>Performance indicator:</b> Specific information products or publications are produced and distributed</p> <ul style="list-style-type: none"> <li>Continue activities related to awareness generation (dependant on: coordination with HPMP-II activities and assessment of individual needs and <i>ad hoc</i> demands from stakeholders)</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced 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.</li> </ul>

<p>5.2. International Ozone Day</p>	<ul style="list-style-type: none"> <li>17 August 2021 – National Workshop on HFC Phase Down Strategy and Rome Declaration.</li> </ul> <p><b>Performance indicator:</b> Number of information dissemination events</p> <p><b>2020 Awareness Material:</b> Vip Thermos (300) / Hand sanitizer (3000) / Notebook (3000) / Pen (3000) / Poster (3000) / Roll up bunting (2) / Plaque (20)</p> <p><b>2021 Awareness Material:</b> Covid-19 kit / Poster / Recycle Bag / Notebook / Mug / Coaster / Umbrella / MP Book (1000 unit each)</p> <p><b>Performance indicator:</b> Specific information products or publications are produced and distributed</p>	<p><b>Performance indicator achieved</b> (as reported above)</p> <p>More than 19,000 products and publications prepared and distributed during seminars, Technician trainings and State Offices</p> <p><b>Performance indicator achieved</b> (as reported above)</p>	<p><b>Performance indicator:</b> Ozone Day activities take place each year</p> <p><i>Number of men and women participated in Ozone day</i></p> <ul style="list-style-type: none"> <li>World Ozone Day Message publishing at DOE website and social media (FB &amp; IG)</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced awareness on ODS phase-out and HFC phase down and its linkage to climate change, and country's obligation</li> </ul>
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	<p>major newspaper to promote World Ozone Day.</p> <ul style="list-style-type: none"> <li>• Webinars to promote World Ozone Day and implementation of Montreal Protocol in Malaysia.</li> <li>• Infographic / e-Poster and Short Video contest in conjunction of the World Ozone Day</li> <li>• Exhibition by Government Agencies, Industries &amp; Association on the phasing out of ODS &amp; the use of alternatives to ODS in HVAC.</li> <li>• State level World Ozone Day celebration organized by State DOE office.</li> </ul> <p><b>2021:</b></p> <ul style="list-style-type: none"> <li>• World Ozone Day launched virtually by Minister of Environment and Water (tentative: 28 September 2021)</li> <li>• World Ozone Day Celebration message posted DOE websites and Social Media (FB &amp; IG) on 16 September 2021</li> <li>• State level World Ozone Day celebration organized by State DOE office.</li> <li>• Asia-Pacific Regional Ozone2Climate Art Contest</li> </ul> <p><b>Performance indicator:</b></p>	<ul style="list-style-type: none"> <li>• Side-parallel Seminar/ awareness activities undertaken.</li> </ul> <p><b>Performance indicator achieved (as reported above)</b></p>	<ul style="list-style-type: none"> <li>• Seminar /awareness activities to be carried out</li> <li>• State offices throughout Malaysia also organise World Ozone Day Celebration by organising Seminar on Montreal Protocol in Malaysia and other awareness activities to promote on ozone layer protection.</li> </ul>	<p>to the Montreal Protocol</p>
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	Ozone Day activities take place each year			
<b>Objective 6: Regional cooperation and participation to Montreal Protocol meetings</b>				
6.1. Regional network participation	<ul style="list-style-type: none"> <li>9 July 2020 - Virtual Meeting of the Southeast Asia Network of the Ozone Officers</li> <li>30 July 2020 – Virtual Thematic Meeting for South Asia and South East Asia</li> <li>17 November 2020 - Virtual Meeting on Montreal Protocol Implementation Challenges with COVID-19 Pandemic</li> <li>23 February 2021 - South Asia &amp; South East Asia Network Virtual Thematic Meeting on National Strategies in Coordinating an HCFC Phase-out and HFC Phase-down</li> <li>21 April 2021 - Virtual Thematic Meeting of SA/SEA Network on Policy Options for an HFC Phase-down</li> <li>29 June 2021 - SA/SEA/PIC joint network workshop on World Ozone Day regional illustration contest</li> <li>17 July 2021 - Thematic Workshop on HFC Quota System for SA-SEA Network Countries</li> <li>22 July 2021 - SA/SEA Thematic Workshop on Data Collection and Reconciliation for data reporting under the Montreal Protocol</li> <li>19 August 2021 - Southeast Asia Network Meeting of National Ozone Officers</li> </ul>	NOU and NOO actively participated in (online) regional meetings, workshops and training activities held by several entities in 2020 and 2021	<p><b>Performance indicator:</b> NOO participates in a number of regional network meetings</p> <ul style="list-style-type: none"> <li>Continue participation (online or offline) in meetings/trainings to be held in 2022 and 2023</li> </ul>	<ul style="list-style-type: none"> <li>Capacity built, knowledge enhanced, and information disseminated among NOU staff, especially for new Government Officials</li> <li>Experiences shared among the NOU officers of the region and</li> <li>knowledge enhanced on alternative technologies</li> </ul>
<b>Performance indicator:</b>				

	NOO participates in regional network meetings	<b>Performance indicator achieved (as reported above)</b>		
<p>6.2. Open-ended Working Group /Meeting of the Parties</p> <p><b>2020</b> Participated in the 42nd Session of the Open-ended Working Group of the Parties (OEWG 42), 14-16 July 2021 (Online).</p> <p>Participated in the 12<sup>th</sup> Conference of Parties to the Vienna Convention and 32nd Meeting of the Parties (MOP 32) to the Montreal Protocol, 23-27 November 2020 (Online)</p> <p><b>2021 (up to August):</b> Participated in 4<sup>th</sup> Extraordinary Meeting of the Parties to the Montreal Protocol, 21 May 2021 (Online).</p> <p>Participated in the 43rd Meeting of the Open-ended Working Group (OEWG 43) of the Parties to the Montreal Protocol, 14-17 July 2021 (Online)</p> <p><b>Performance indicator:</b> Country is represented by government official at Montreal Protocol meetings</p>	<p>NOU Staff has participation in OEWG, MOP and other Montreal Protocol Statutory Meetings.</p>	<p><b>Performance indicator:</b> <i>Country is represented by government official at Montreal Protocol meetings</i></p> <ul style="list-style-type: none"> <li>Participation in OEWG, MOP and other Montreal Protocol Meetings (online or offline)</li> </ul>	<ul style="list-style-type: none"> <li>NOU staff is kept informed of the new development on HCFC and HFC related issues, and Montreal Protocol-related decisions that may affect the MP programme implementation at Malaysia.</li> </ul>	



**11. Financial report:**

Item of expenditure	Budget for current phase (US\$)	Disbursement (for current phase) (US\$) (as of 31 Aug 2021)		Estimated budget (for requested phase) (US\$)	Government funding (in kind contribution) (US\$)	
		Actual	Obligated		Current phase	Requested phase
Staff*	70,000	43,208	26,792	70,000	156,000	156,000
Equipment	25,000	9,679	15,321	25,000	0	0
Operational cost**	180,000	145,543	34,457	180,000	10,000	10,000
Public awareness	60,000	52,285	7,715	60,000	0	0
Other	22,760	3,173	19,587	22,760	0	0
<b>TOTAL</b>	<b>357,760</b>	<b>253,888</b>	<b>103,872</b>	<b>357,760</b>	<b>166,000</b>	<b>166,000</b>

\*including consultants

\*\* i.e. meetings, consultations, etc

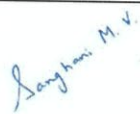
**12. Please evaluate the IS in meeting the following indicators:**

Indicator	Evaluation			Comments
	Very good	Satisfactorily	Poor	
1. Effectiveness of import control measures	✓			The Online Licensing System has been implemented to facilitate approval for HCFC imports according to the quota given to the registered companies. The monitoring system of ODS imports and exports is an ongoing activity and is functioning well. The licensing system for HFC was implemented with effect from 1 March 2020. For the years 2013 – 2020, Malaysia has achieved compliance targets for consumption as per agreement with Executive Committee of the Montreal Protocol. It reflects that the Government has a comprehensive control mechanism through a permit system and close interface with customs for controlling and monitoring HCFCs.
2. Integration of ozone protection issues into national plans	✓			Ozone layer protection issue is incorporated into the national strategy and resulted in the amendment of the Customs Acts 1967 and the Environmental Quality Acts 1974 to control import and export of ODS and prohibit venting of refrigerants.
3. Completion of phase-out projects	✓			The HPMP Stage II of Malaysia was initiated in 2017. The tranches are implemented successfully, and third tranche request is being made at the 88 <sup>th</sup> ExCom. Malaysia has submitted and received approval for Preparation Proposal for implementation of HPMP stage III at the 87 <sup>th</sup> ExCom. Kigali Implementation Plan (KIP) preparation proposal was also approved in the 87 <sup>th</sup> ExCom.
4. Efficient data reporting	✓			The NOU has submitted the required reports to the Ozone Secretariat and MLFS in a timely manner.

**13. Government endorsement:**

Action plan authorized by (name):	MASHITAH DARUS
Signature of authorising authority:	<i>Signature on the Transmittal Letter</i>
Title:	DIRECTOR OF AIR DIVISION
Supervising Organization/Agency/Ministry:	DEPARTMENT OF ENVIRONMENT MALAYSIA
Date:	20 September 2021

**14. Submission of action plan:**

Name of implementing agency:	UNDP
Name of Project Officer:	Manisha Sanghani
Signature of Project Officer:	
Date:	20 September 2021
Comments of the implementing agency:	<p>Malaysia successfully implemented IS-XIII and the country is in compliance with the HCFC phase-out target under the Montreal Protocol. Required regulation is in place to ensure sustainability of ODS phase-out. The HPMP Stage II was initiated in 2017 and ongoing well, in spite of pandemic situation. The NOU participated in most of the network meetings (online due to covid-19 travel restrictions) to ensure knowledge exchange and keep them updated on Montreal Protocol activities. Country also submitted preparation proposal for stage III of HPMP and HFC phase down.</p> <p>In the next IS Phase XIV, Malaysia is expected to continue to strengthen the national management capacity to effectively implement and monitor HCFC phase-out and HFC phase down, to enforce the HCFC policies and regulations, and to sustain awareness and commitment on Montreal Protocol and ODS phase-out. The HPMP II implementation is ongoing.</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 Government of Malaysia, through its National Ozone Unit has successfully implemented the activities under the Institutional Strengthening Project (Phase XIII), which was critical to support the management of ODS phase-out activities in the country and ensured compliance to the Montreal Protocol obligations. During the IS-XIII, Malaysia successfully managed and monitored activities to ensure its compliance with the Montreal Protocol obligations as well as sustainability of ODS phase-out and HFC phase down.

The NOU worked closely with other national agencies and stakeholders to ensure monitoring of ODS phase-out. The NOU also implemented various activities for awareness and training of stakeholders. The NOU is implementing activities under HPMP Stage II with focus on HCFC phase out in SME Foam sector and RAC servicing sector. Malaysia has submitted and received approval for Preparation Proposal for implementation of HPMP stage III at the 87th ExCom. Country also ratified the Kigali amendment and submitted the HFC Phase down preparation proposal during this IS period, in spite of difficult COVID-19 situation. Kigali Implementation Plan (KIP) preparation proposal was also approved in the 87th ExCom.

b) Plan of action

The IS-XIV phase of Malaysia will continue its efforts to fulfill its obligations under the Montreal Protocol and eliminate ODS consumption according to agreed schedule. Major activities under this IS includes: completion of HPMP Stage II, development and submission of HPMP stage III and development of Kigali implementation Plan for HFC phase down.

The activities of the Phase-XIV of the Institutional Strengthening Project would support (a) Continue effective management, monitoring and enforcement on ODS phase-out activities including sustainability of ODS phase-out and HFC phase down, (b) Monitor effective implementation of HCFC phase-out management plan, sustain the sectors ban on the PU Foam Sector and the AC manufacturing sector, strengthening the institutional engagement in order to support achieving the compliance targets, (c) Continue implementation and enforcement of the Ozone Depleting Substances legal framework, and (d) continue the awareness outreach activities for active involvement of all stakeholders in sustaining ODS phase-out and HFC Phase down.