

UNITED NATIONS DEVELOPMENT PROGRAMME



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PROJECT DOCUMENT

[Stage II HPMP – Trinidad and Tobago]

Project Title: HCFC Phase-out Management Plan Stage II

Project Number: 00125771

Implementing Partner: MINISTRY OF PLANNING AND DEVELOPMENT

Start Date: January 2022 **End Date:** December 2030 **PAC Meeting date:** October 26th, 2021

Brief Description
<p>At the Intersessional Approval Process for the 86th meeting of the Executive Committee (ExCom) held on November 2020, through decision 86/77, the ExCom approved stage II of the HCFCs Phase-out Management Plan (HPMP) for Trinidad and Tobago for the period 2021 to 2030 to reduce HCFCs consumption by 97.5% in 2028 of the country's baseline. Stage II of the HPMP will reduce 100% of the HCFCs consumption by 2030. This project will be financed with US \$ 1,662,770 plus agency support costs of US \$116,376 for UNDP. The proposed activities in stage II, which include the promotion of good refrigeration practices, and the enforcement of the licensing and quota system, will reduce the amount of HCFCs-22 used for refrigeration servicing. The activities planned by Trinidad and Tobago, including efforts to improve servicing practices and enhance refrigerant recovery and reuse, indicate that the implementation of the HPMP will reduce the emission of refrigerants into the atmosphere, therefore resulting in climate benefits.</p> <p>The funds will be received in four tranches. The first tranche (USD\$499,006) is scheduled for 2021-2022, the second tranche (USD\$665,008) is scheduled for 2023-2025, the third (USD\$332,504) is scheduled for 2026-2028 and the fourth tranche (USD\$166,252) will be implemented in 2030, the last year of the Stage II HPMP.</p>

Contributing Outcome (UNDAF/CPD, RPD or GPD): MSDF Outcome 4: A sustainable and resilient Caribbean: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place. Indicative Output(s) with gender marker: GEN1	Total resources required:	\$ 1,662,770	
	Total resources allocated:	UNDP TRAC:	0
		MLF:	\$ 1,662,770
		Total	\$ 1,662,770
	Unfunded:	0	

Agreed by (signatures):

Government	UNDP
 Print Name: JOANNE DEORAS Date: 22.11.21	 Print Name: Date: 01-Dec-2021

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Agreed by (signatures)¹:

Government	UNDP	Implementing Partner
Print Name:	Print Name:	Print Name:
Date:	Date:	Date:

¹ Note: Adjust signatures as needed

² The Gender Marker measures how much a project invests in gender equality and women’s empowerment. Select one for each output: GEN3 (Gender equality as a principal objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)

LIST OF ABBREVIATIONS

CP	Country Programme
ExCom	Executive Committee of the Multilateral Fund
GPRAC	Good Practices in RAC
GWP	Global Warming Potential
HCFCs	Hydrochlorofluorocarbons
HFCs	Hydrofluorocarbons
HPMP	HCFCs Phase out Management Plan
IA	Implementing Agency
C&ED	C&ED – Customs and Excise Division, Ministry of Finance
LVC	Low Volume Country
MLF	Multilateral Fund for the Implementation of the Montreal Protocol
MPD	Ministry of Planning & Development
MOP	Meeting of Parties to the Montreal Protocol
MP	Montreal Protocol
MT	Metric Tonnes
NESC	National Energy Skills Centre
NOU	National Ozone Unit
ODP	Ozone Depleting Potential
ODS	Ozone Depleting Substances
PBP	Performance Based Payment
RAC	Refrigeration and Air Conditioning
SBAA	Standard Basic Assistance Agreement
UNDP	United Nations Development Programme

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I. DEVELOPMENT CHALLENGE

Trinidad and Tobago accessed to the Vienna Convention and Montreal Protocol on August 28, 1989. The London, Copenhagen and Montreal Amendments were ratified on June 10, 1999, and the Beijing Amendment was ratified October 29 of 2003; finally, the Kigali Amendment was ratified on November 17, 2017. The table below summarizes this information.

Treaty	Date
Vienna Convention	28 Aug 1989 (Ac)
Montreal Protocol	28 Aug 1989 (Ac)
London Amendment	10 Jun 1999 (R)
Copenhagen Amendment	10 Jun 1999 (R)
Montreal Amendment	10 Jun 1999 (R)
Beijing Amendment	29 Oct 2003 (R)
Kigali Amendment	17 Nov 2017 (R)

Trinidad and Tobago does not manufacture any ozone depleting substances (ODS) or refrigeration equipment and therefore implementation of the convention has been through the restriction of imports into the country and exports from the country. The Montreal Protocol requires developing countries to phase-out consumption of ozone depleting substances and equipment using ODS to prescribed levels required by the Protocol.

The Ministry of Planning and Development is the lead national agency implementing the Montreal Protocol, the overall responsibility for the implementation of the Montreal Protocol lies with the National Ozone Unit (NOU) located within the Ministry of Planning and Development.

This document presents Trinidad and Tobago's Second Stage HCFC Phase-out Management Plan to fulfil its obligation to the Montreal Protocol in relation to the reduction in consumption of HCFCs within the period from 2021 to 2030. The Government of the Republic of Trinidad and Tobago prepared the second stage of the "Phase-out Management Plan for Annex C, Group I Substances (HCFCs)" with financial support from the Multilateral Fund for the Implementation of the Montreal Protocol and technical assistance from the United Nations Development Program (UNDP) as the lead implementing agency, through the Ministry of Planning and Development of Trinidad and Tobago.

The Government of Trinidad and Tobago has a regulatory system for HCFCs phase-out and the control of Annex C group I substances is sustained by a quota and licensing system. The NOU maintains records of quotas and obtains actual HCFCs import data from the Customs and Excise Division for the periodic reporting requirements including annual Article 7 data submission to the MLF. Though there is no restriction on the importation of HFCs in the country, importers are required to obtain an import license from the Trade Licensing Unit (TLU) of the Ministry of Trade after submission of required documents. As there is no quota restriction, required import permits are issued upon submission of necessary documents.

Quota system for HCFCs imports

The Institutional Framework related to ozone protection in Trinidad and Tobago is described in section 2.02 of the National Environmental Policy (2018). The policy outlines the commitment of the Government to meet the Montreal Protocol's objectives through a comprehensive system to ensure that:

1. Imports and exports of Ozone Depleting Substances and their alternatives are monitored and controlled;

2. Develop and implement standards and guidelines as appropriate, for relevant sectors that utilise ozone depleting substances, as well as alternatives to these substances are developed and implemented;
3. Controlled substances contained in commercial and industrial refrigeration and air conditioning equipment, equipment containing solvents, and in fire protection systems are recovered, if practicable, for destruction, recycled; or reclaimed during service and maintenance of equipment, as well as prior to equipment dismantling or disposal;
4. All developmental activities utilize ozone friendly technologies that are energy efficient and climate friendly and there are adequate incentive and disincentive mechanisms towards reduction in use of ozone depleting substances and promotion of alternatives; and
5. Meaningful participation of all stakeholders in the monitoring of ozone depleting substances and promoting their alternatives are encouraged.

In addition, the Government of the Republic of Trinidad and Tobago has a National Climate Change Policy, approved in 2011, which has among its objectives, the reduction or avoidance of greenhouse gases from all emitting sectors. This policy also applies to the extent feasible and to the selection of replacement technologies for HCFCs.

The National Ozone Unit (NOU), which is attached to the Environmental Policy and Planning Division in the Ministry of Planning and Development of Trinidad and Tobago, is the entity responsible for all matters related to protection of the ozone layer in the country. The NOU oversees the implementation of all MLF funded projects as well as all other national obligations under the Montreal Protocol. The NOU also coordinates with all relevant stakeholders at the governmental and private sector level to support the successful implementation of all activities under the HPMP and other ozone related projects.

The key regulatory provision to support the phase out of CFCs was through the Amendment No. 69 of 1999 to the 1941 Import and Export Control Regulations, which added the following categories of goods to the Negative List:

1. Ozone Depleting Substances;
2. Mixtures containing ODSs;
3. Equipment requiring the use of Ozone Depleting Substances, such as
 - Dehumidifiers;
 - Air-conditioning machines and their parts;
 - Mobile air conditioners
 - Refrigerators and freezers, heat pumps and their parts;
 - Portable fire extinguishers

Although the amendment above covered HCFCs and was the basis for the establishment of the HCFC quota and licensing system, it was updated in 2014 to include refrigerant blends.

Licensing and annual quotas system

The quota and licensing system for importing HCFCs has the following steps:

1. The NOU advises the Ministry of Trade and Industry of all quotas for the year.
2. The importer requests a license for all refrigerants and equipment from the Trade Licence Unit.
3. The Ministry of Trade and Industry reviews applications and grants licenses based on assigned quotas for quota holders, all other non-ODS refrigerants require a license but is not controlled via quota.

4. There is an office of the Trinidad and Tobago Bureau of Standards at the Customs and Excise area at the ports of entry. They oversee the verification of every import against the trade license granted and conduct physical inspections, once all the requirements by the Ministry of Trade and Industry are met, the import request is approved for entry, and the import proceeds normally.
5. Customs Officers of the Customs and Excise Division and the Trinidad and Tobago Bureau of Standards Officers check the import license granted to allow the entrance of HCFC or HCFC based equipment into the country.
6. At the port of entry, the incoming consignment is systematically inspected by the Trinidad and Tobago Bureau of Standards based on a statistical selection system and/or denunciations. At the beginning of each year, every HCFC importer must present the report of ODS imports for the previous year ("licensing returns"), along with a copy of all related documentation (invoices, bills of lading, etc.) to the NOU, to request a new HCFC quota for the subsequent year.

The National Ozone Unit supervises the import licenses issued with respect to the HCFC imported into the country and assists in the coordination among the border control agencies. Information on quota and licenses for HCFCs resides with the NOU and this data is used to inform the MLFS.

Starting point for HCFC and Remaining eligible consumption (ODP)

The Government of the Republic of Trinidad and Tobago reported a consumption of 20.85 ODP tonnes for 2019, which was below the maximum allowable consumption for that year in the Agreement with the Executive Committee.

Table 1 shows the amounts imported during the last ten years of HCFC substances, according to the data reported to the Ozone Secretariat and the Multilateral Fund Secretariat.

Table 1. Historical consumption of HCFCs (metric tonnes) adjusted for period 2009-2019

HCFC (metric tonnes)	2013	2014	2015	2016	2017	2018	2019	Baseline
HCFC-22	717.46	473.47	229.16	377.10	214.65	284.52	379.07	782.86
HCFC-123	1.97	1.27	0.70	2.78	0.87	0.25	0.25	6.74
HCFC-124	0.00	6.37	0.00	0.00	0.00	0.00	0.00	23.60
HCFC-141b	0.00	1.36	0.00	0.00	3.57	0.00	0.00	20.55
HCFC-142b	0.00	3.00	0.40	0.00	0.00	0.00	0.00	0.00
Total (mt)	719.43	485.47	230.26	379.88	219.09	284.77	379.32	833.75
HCFC (ODP tonnes)	2013	2014	2015	2016	2017	2018	2019	Baseline
HCFC-22	39.46	26.04	12.60	20.74	11.81	15.65	20.85	43.10
HCFC-123	0.04	0.03	0.01	0.06	0.02	0.01	0.01	0.10
HCFC-124	0.00	0.14	0.00	0.00	0.00	0.00	0.00	0.50
HCFC-141b	0.00	0.15	0.00	0.00	0.39	0.00	0.00	2.30
HCFC-142b	0.00	0.19	0.03	0.00	0.00	0.00	0.00	0.00
Total (ODP tonnes)	39.50	26.55	12.64	20.80	12.22	15.66	20.86	46.00

*Country programme data.

II. STRATEGY

Trinidad and Tobago does not produce any ozone depleting substance and does not have a manufacturing sector involved in the production of ODS. Trinidad and Tobago is however a relatively large consumer of refrigerants considering the size of the population due to the industrialized based economy which includes oil and natural gas production and other manufacturing services. All refrigerants are imported to the islands with just a small quantity exported to other neighbouring countries in the region.

The overall strategy has to be focused on the support and training to the servicing sector, and control of imports of HCFC into the country. In order to comply with the obligations of the Montreal Protocol, Trinidad and Tobago has introduced a quota system to control the imports of ODS. However, the implementation of the Protocol itself and the global market conditions in the Refrigeration and Air Conditioning (RAC) sector, have led the country to maintain a certain low level of consumption of HCFC.

Given the implementation of the HPMP stage I, as well as the market pressures in the RAC sectors, the country has moved away from HCFC technologies and currently use more of several new alternatives such as Hydrocarbons in some sectors though the primary alternative used is HFCs. These include HFC-134a, R-410A, R-404A and others. In this stage of the HPMP, Trinidad and Tobago will work towards the total phase-out of HCFC consumption in the servicing sector in line with the stage I HPMP and foam sector, taking advantage of the general downward trend of consumption of HCFC.

Also, the reinforcement of the national legal framework in Trinidad and Tobago to control trade and reduce usage of HCFC will be part of the new stage of the phase-out management plan in Trinidad and Tobago to ensure compliance with the Montreal Protocol. Also, it is important to highlight that Trinidad and Tobago has ratified the Kigali Amendment and therefore the HFC phase-down strategy will be prepared once the funds are available and approved for that purpose.

The strategy for the development of HPMP Stage II is based on four programs that complement each other to comply with the 100% reduction in baseline by 2029² with an allowance of 2.5% annual average for servicing as per decision XIX/6 up to 2040.

Table 2. Maximum allowable total consumption of Annex C for Trinidad and Tobago in the period 2020 – 2029 (HPMP-II).

Year	Maximum allowable total consumption of Annex C	Baseline reduction (%)
2013	46.2	Baseline
2015	39.5	15.0%
2020	28.5	37.5%
2025	15.0	67.5%
2028	1.15	97.5%
2029	1.15	97.5%
2030-2040	0.0 (1.15 allowance as per Dec. XIX/6)	100% 2.5% from baseline allowance as per Dec. XIX/6

² According to Dec. XIX/6, a 2.5% consumption from the BL will be allowed for the servicing sector, for the period 2030-2040, to complete phase-out of the consumption of HCFCs.

The Strategy for the Second Stage of the HPMP for Trinidad and Tobago will follow the successful strategic lines implemented during the First Stage, namely technical assistance to the RAC sector, strengthening of the regulatory framework, and awareness campaigns aimed to promote all initiatives involving HCFCs phase-out in the country.

To accomplish these tasks, the main component to be addressed is reducing the demand for HCFC-22 which is used as a refrigerant for servicing in the air conditioning and refrigeration sector. In line with that, the HPMP Second Stage for Trinidad and Tobago has been designed to address strategic areas related to local consumption of HCFCs and has four (4) components and different activities.

1. Technical Support to the Service Industry.

- 1.1. Training in good service practices, and R&R.
- 1.2. Training in low GWP refrigerant technology.
- 1.3. Installation of Spent Refrigerant Recovery Recycling and Storage Programme.

2. Strengthening of the Legal and Institutional Framework.

- 2.1. Technician certification program.
- 2.2. Training of enforcement personnel.
- 2.3. Policy and enforcement measures to ban importation of HCFC-based equipment.

3. Education and Awareness.

- 3.1. General public education and information dissemination.
- 3.2. Education and awareness programs to promote specific activities.

4. Monitoring, Evaluation and Reporting.

Continuous monitoring, evaluation and reporting on project execution.

It is important to note that the country does not currently have a recovery and recycling centre, which is why it is important to establish a network of recovery centres.

With the implementation of the proposed strategy, the country plans to achieve, in 2030, 100% reduction in the consumption of HCFCs, with respect to the baseline values, thus fulfilling its commitments under the Montreal Protocol. Furthermore, the following specific achievements are predicted:

- Improvement of skills and handling of tools and equipment for the safe and efficient use of HCFCs and new low GWP alternative technologies and substances.
- Avoid growth in demand of HCFC-22 for the servicing sector.
- Adoption and enforcement of national policies, legal requirements and voluntary initiatives aiming to reduce refrigerant emissions.
- Environmentally sound end-of-life procedures for ODS based equipment according to national regulations.
- Increased awareness of RAC equipment end users in order to reduce HCFCs consumption and adoption of low GWP alternatives.

Table 3. Estimated Cost and annual emission reduction - HPMP-II for Trinidad and Tobago.

Description of Project	Agency	Impact (ODP tonnes)	Total Cost (US\$)
1. Technical Support to the Service Industry			
Training in good service practices, and R&R.	UNDP	5.28	473,901
Training in low GWP refrigerant technology.	UNDP	9.04	532,539
Installation of Spent Refrigerant Recovery Recycling and Storage Programme	UNDP	3.59	245,443
Subtotal		17.91	1,251,883
2. Strengthening on the Legal and Institutional Framework			
Technician certification program.	UNDP	0.83	72,500
Training of enforcement personnel	UNDP	0.58	51,000
Policy and enforcement measures to ban importation of HCFC based equipment.	UNDP	0.30	26,000
Subtotal		1.71	149,500
3. Education Awareness			
General public education and information dissemination.	UNDP	0.69	60,000
Education and awareness programs to promote specific activities.	UNDP	0.57	50,000
Subtotal		1.26	110,000
4. Monitoring, Evaluation and Reporting			
Continuous monitoring, evaluation and reporting on project execution	UNDP	0.00	151,387
Subtotal			151,387
TOTAL		20.88	1,662,770

Theory of Change

The objective of the Theory of Change for this project is to analyse the impact that the strategy designed for the Second Stage of the HPMP for Trinidad and Tobago will have. This strategy comprises different components and each one is made-up of a series of specific outputs and outcomes aimed at an action that together will contribute to generating a series of modifications or changes to achieve the goal of the HCFCs phase-out by 2030 in Trinidad and Tobago. The Theory of Change is described below.

Under the Multi Country Sustainable Development Framework in the Caribbean the project falls under Priority Area 4: A sustainable and resilient Caribbean. The associated outcome under this focuses on: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place. The project is also aligned to the Country Program Results and Resources Framework: Increased environmental sustainability to achieve sustainable development through environmental management, compliance with international treaties, adaptation to climate change, and improvement in capacity for policy and strategy development.

The strategy comprises four structural components which include activities that can influence each other, these generate products that will lead us to specific results, which will lead to reaching the goal.

Strategy

Outcome 1 Regulation of HCFC strengthened

Output 2 Strengthening of policies and legal frameworks to control HCFC consumption

Output 4 Implementation and Monitoring Programme

Outcome 2 Program for the Strengthening of the Legal and Institutional Sectors Responsible for the Regulations Related to Montreal Protocol Implementation

Output 1 Strengthening of GPRAC servicing sector

Output 2 Strengthening of policies and legal frameworks to control HCFC consumption

Output 3 Programme for Public Awareness to promote the Phase-out of HCFCs

Output 4 Implementation and Monitoring Programme

Outcome 3 Programme for Public Awareness to promote the Phase-out of HCFCs

Output 2 Strengthening of policies and legal frameworks to control HCFC consumption

Output 3 Programme for Public Awareness to promote the Phase-out of HCFCs

Output 4 Implementation and Monitoring Programme

Results

- Training of technicians for the handling of alternative refrigerants; for the recovery, recycling and reuse of refrigerant gases.
- Policies and regulations to control the HCFCs consumption and safety standards for the alternative refrigerant gases.
- Improvement of the customs control system, monitoring of imports of refrigerants and equipment containing them, prevention of illegal traffic of HCFCs.
- Awareness campaigns.

Impact

The strategy that will be implemented for the Second Stage of HPMP for Trinidad and Tobago aims to phase-out the remaining consumption of HCFCs by 2030.

The elimination of 28.30 tonnes of ODP is expected. This is equivalent to the elimination of 528.18 metric tonnes of HCFC, which avoids the emission of 927.12 thousand tonnes of CO₂-equivalent.

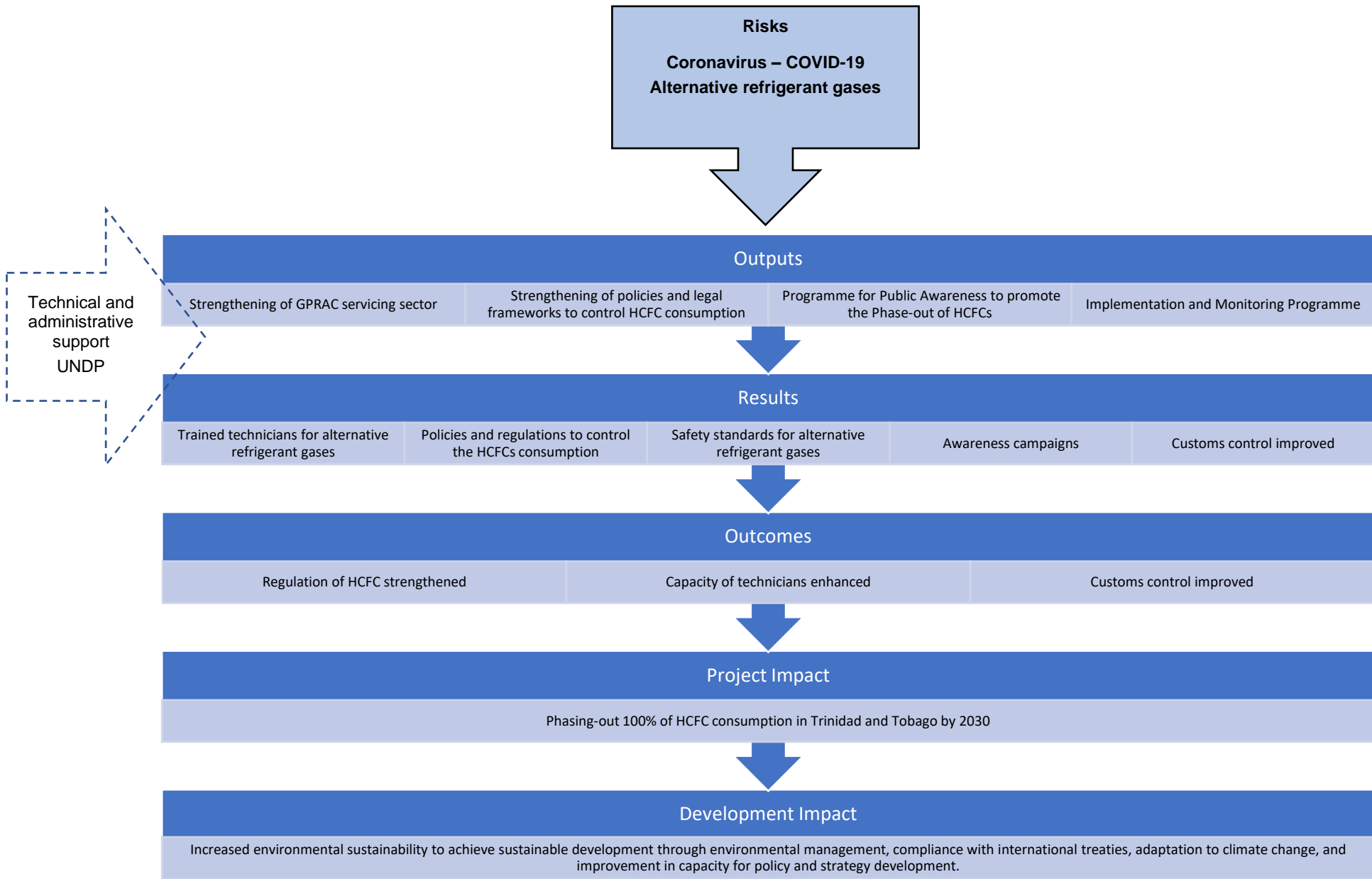


Figure 1. Theory of Change

III. RESULTS AND PARTNERSHIPS

Expected Results

The Stage II HPMP for Trinidad and Tobago forms an integral component of the strategy for achieving Trinidad and Tobago's compliance targets as per Decision 86/77 of the Montreal Protocol and outlines the actions required to achieve the targets for the period 2021-2030. The activities, for this project, will be implemented addressing sectors involved in the importation and servicing of RAC equipment. The phase-out of HCFC in the servicing sector involves both the migration of usage to non-HCFC equipment as well as a reduction in the importation of HCFC. The reduction in HCFC consumption for Trinidad and Tobago mainly involves the reduction in HCFC-22 import and usage as it is the HCFC consumed in the RAC sector. Several interventions are proposed that include modern tools and equipment support to allow for HCFCs re-use and preventive maintenance of RAC equipment as well as training support. Partnerships will be established with private sector enterprises engaged in selling RAC equipment for smooth and effective technology transfer. As presented in the previous sections, the project will support the government to achieve its set targets for phasing out HCFCs from its territory and thus to maintain its commitment to the ratified conventions.

The proposed national calendar for reduction as a percentage of baseline HCFCs consumption, compared with the obligations of the Montreal Protocol is detailed in the following table, based on a baseline of HCFCs from Stage 1 of 46.0 ODP tonnes and with an agreed maximum allowable consumption of 28.5 ODP tonnes from 2020 to 2024.

Table 4. Proposed Timetable for the Reduction of National HCFCs

Stage	Year	Proposed National Calendar (%)	Consumption ODP tonnes (%)	HCFCs Import Quotas
1	2013	15	15	46.0
	2014	15	15	46.0
	2015	15	15	39.5
	2016	15	15	39.5
	2017	15	15	39.5
	2018	15	15	39.5
	2019	15	15	39.5
2	2020	38	38	28.5
	2021	38	38	28.5
	2022	38	38	28.5
	2023	38	38	28.5
	2024	38	38	28.5
	2025	67.5	67.5	15.0

	2026	67.5	67.5	15.0
	2027	67.5	67.5	15.0
	2028	97.5	97.5	1.1
	2029	97.5	97.5	1.1
	2030 ³	100	100	0.0

Resources Required to Achieve the Expected Results

The project has been approved by the executive committee of the MLF at the Intersessional Approval Process for the 86th meeting. The total funds approved is US\$ 1,662,770 and those funds will be received in four tranches. The first tranche (USD\$499,006) is scheduled for 2021, the second tranche (USD\$665,008) is scheduled for 2023-2025, the third tranche (USD\$332,504) is scheduled for 2026-2028 and the fourth tranche (USD\$166,252) will be implemented in 2029. These funds are to be used to implement the activities of the four components to phase-out of HCFCs. The successful implementation of the Stage II HPMP for Trinidad and Tobago will result in a minimum reduction of 28.30 ODP tonnes HCFCs by the year 2030⁴.

In order to meet the above objective, necessary actions should be taken according to the project document design as approved by the Executive Committee of the MLF. This phase-out will be addressed in the HPMP Stage-II, through technical support and investments in the servicing sector mostly as the HCFCs are consumed only in that sector according to the consumption. The Government of Trinidad and Tobago, mainly the Ministry of Planning and Development, will assist the implementation of the programme through regular monitoring, guiding and implementation of different project components.

Partnerships

Government of Trinidad and Tobago. The overall responsibility for the implementation of the Montreal Protocol lies with the National Ozone Unit (NOU) located within the Ministry of Planning and Development. However, given the complex and diverse nature of the ODS phase-out programme, the support of a number of agencies and groups are required to ensure the success of the HCFCs phase out programme. These include:

- a. The Ministry of Planning and Development;
- b. The Customs and Excise Division, Ministry of Finance;
- c. Air Conditioning and Refrigeration Industry Association;
- d. Refrigerant Importers;
- e. Equipment Importers; and
- f. Training Institutions.

National Ozone Unit. The National Ozone Unit (NOU) manages the HPMP. Its roles are to: (i) Undertake the implementation of all project activities, with assistance from Implementing Agencies; (ii) collect and organize information generated by the project; (iii) facilitate all legal and policy procedures required for the successful implementation; (iv) Coordinate activities with the

³ In line with Montreal Protocol Trinidad and Tobago could use 2.5% of the consumption base line in the period 2030-2039 it was necessary.

⁴ Refer to Annex 2

stakeholders; and (v) carry out necessary awareness for the Project's implementation. A Country Working Group co-chaired by the Ministry of Planning and Development and UNDP, with membership from relevant stakeholders, is charged with oversight of the Project.

United Nations Development Programme. UNDP is designated as the lead implementing Agency⁵ for this project. UNDP will be responsible for providing technical support and managing the implementation of the project. UNDP will also be responsible for the project reporting and independent verification of achievement of ODS phase-out targets under the Agreement once requested by the Executive Committee of the Multilateral Fund Secretariat.

Industry. The Industries will be responsible for achieving their respective phase-out targets and convert to HCFCs-free technologies through the funding support and technical backing of the project, and under the overall guidance of the Project Unit. In the RAC servicing sector where many small enterprises are involved, the Project Unit will work with industry associations and other industry stakeholders in capacity building for the smooth adoption of HCFC-free technologies.

Industry associations: Industry associations will closely work with the Project Unit on specific project activities for HCFCs phase-out. They will also play an important role in strengthening public-private partnership which is an important element for success of this project.

Risks and Assumptions

The COVID-19 coronavirus pandemic that began in 2020 has affected ordinary activities, the measures that world governments have taken to prevent the spread of the SARS-COV2 virus have led us to maintain a practically permanent quarantine, and the cancellation of activities that involve groups of people (meetings, congresses, trainings, etc.). Some of the activities planned for the Second Stage of HPMP for Trinidad and Tobago include workshops, training courses and meetings, so this represents a risk for the implementation of these activities specifically. Likewise, the cancellation of international and local flights could also affect the time for the acquisition of various materials.

This situation should be considered, and the necessary measures taken, or appropriate adjustments made in the project activities that may be significantly affected by the pandemic situation.

The strategy also includes promoting the use of alternative natural refrigerants to HCFCs (i.e., ammonia, hydrocarbons and CO₂), this could represent a risk especially for the maintenance and servicing sector, however the project has considered strengthening and updating the regulatory framework on standards safety for these substances and other alternatives.

Stakeholder Engagement

The Second Stage HPMP for Trinidad and Tobago will involve close coordination among Government, industries (being the intended beneficiaries), industry associations, regulatory bodies and the implementing agency (UNDP). The project stakeholder engagement and coordination are the foundation for systematic and sustainable HCFC phase-out. The roles and responsibilities of each stakeholder and how they will participate in the "network" for project implementation has been detailed in the section on "partnerships" earlier. The project is expected to be implemented with minimum disruption to business continuity and livelihood of different industry stakeholders. Through funding support and proper timeframe, systematic project implementation process and technology transfer, the project is expected to achieve HCFC phase-out targets with minimum cost to industry and consumers.

Knowledge

⁵ The Multilateral Fund activities are implemented by four international agencies: UNEP, The World Bank, UNDP, UNIDO. The Government of Trinidad and Tobago has selected UNDP as the lead implementing agency for all Montreal Protocol interventions.

The project results (HCFCs phased out) will be periodically reported to the Executive Committee as a requirement. Concerning knowledge products, training manuals will be produced and distributed among industries, technicians and others during the workshops. Finally, it is important to highlight that the Second Stage of the HPMP for Trinidad and Tobago will regularly update the database of import/export and in-country consumption of ODSs and their alternatives which is owned by the Ministry of Planning and Development. The information is cross-checked with data sources from the Ministry of Trade, Customs and Excise Division (Ministry of Finance) authorities and data directly collected from enterprises/industries. This data is also reported to the MLF Secretariat.

Sustainability and Scaling Up

As mentioned earlier, the project will strengthen national systems and capacities in monitoring import and export of ozone depleting substances through the use of information derived from the database to identify trends and potential pitfalls and through working on amending/updating the legislation related to import/export activities. The timely phasing-out of the HCFCs ensures Trinidad and Tobago's compliance with its set targets and thus with the Convention. Furthermore, the technical and financial support provided to the industries to convert their technology/production into non-HCFCs products will expand their international market with a limited impact on production costs and consumers. This will provide a positive economic return on the industries and to the country.

Each of the 4 major activities of this Second Phase of the HPMP will assist in achieving a gradual reduction in the HCFC consumption up to 100% reduction in 2030 and will help to sustain the RAC sector by ensuring that the training and technical backstopping is in line with the thoughtful implementation of low GWP alternative refrigerants at all levels within the RAC Sector.

Promoting the use of alternative refrigerants in the industrial sector is an important component in the strategy as this is the largest consumer of refrigerants and will drive the availability of refrigerant, equipment and parts and thereby sustain the usage of the low GWP alternatives in other smaller sectors. Secondly, encouraging the recovery and recycling of refrigerant gases among RAC technicians is another important component in driving the sustainability of these changes as well as dissemination campaigns to reinforce the use of alternatives. These activities together with standards and legislation will also contribute to reducing the risk of illicit HCFC use in the future.

Gender dimension

The project will utilise a human rights-based approach, prioritising accountability meaningful participation and non-discriminatory practices. In the preparation of the HPMP 50% of the participants were women. During the implementation of the overall HPMP the participation of women has an important weight particularly in the NOU. Trinidad and Tobago continues to encourage the participation of women with approximately over 50% of the project team being women.

The promotion of participation of women in the servicing sector will be increased in the implementation of the Stage 2 HPMP. This activity will be included in the design and training programs. In general terms, in all the components of all the projects and programs, equal opportunity will be provided to engage suitably qualified female consultants, supervisors, trainers and designers to develop the activities of each of the components. Equal opportunity will also be given for the engagement of female trainers and training of female technicians. It is expected that at the end of the HPMP a higher participation of women will be reflected in the technician registries and also in the trainers.

The Government of Trinidad and Tobago is committed to implementing the gender policy in line with decision 84/92(d). During the implementation of Stage II, the Government will work closely with training institutions including the Customs and Excise Division and enforcement training centres, and the RAC association, and implement measures to maximise participation of women in all activities. The Government would target participation of approximately 30 per cent of women in the training programmes and work with vocational training colleges to encourage women joining these colleges.

The MLF has incorporated gender considerations into all funded Projects. Furthermore, in February 2020, a guide for Stage II of HPMPs indicating that the issue of gender should be included was published. An annex with a list of indicators that can be included in monitoring and integration of this topic in projects was published.⁶

In accordance with the MLF provisions, the NOU will monitor and report gender disaggregated data on project activities, introduce gender sensitive language in communication and recruitment process, and compare women involvement in different activities against the targets.

⁶ Multilateral Fund for the Implementation of the Montreal Protocol. *Guide for Project Preparation for Stage II of HCFC Phase-Out Management Plans* (updated, February 2020). Inter-agency Coordination Meeting. MLF/IACM.2020/1/14.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

This project will include updating and improving the good practices in refrigeration and air conditioning (GPRAC). It also includes the development of various materials for dissemination (manuals, brochures, etc.) and updating the institutional, legal and regulatory framework for the sectors that utilize ODSs. In order to carry out each of these activities, it will be necessary to consider hiring several specialist services and consultancies. In addition, services will be required to prepare the various educational and outreach materials. Stage II HPMP for Trinidad and Tobago has estimated a cost-effectiveness of USD \$7.3/kg of HCFC phased out.

Having regard to the above, UNDP must purchase goods and services in accordance with current applicable regulations, this will allow the bidding processes to be more competitive, ensuring that the best product or service is acquired at the most accessible cost and thereby complies with all the specifications required by the Government of the Republic of Trinidad and Tobago.

Project Management

The UNDP Project Management structure consists of roles and responsibilities that bring together the diverse interests and skills involved in and required by the project.

The **Implementing Partner** is the governmental unit directly responsible for the government's participation in each UNDP-supported project. It is typically the government ministry responsible for the functions or areas being addressed by the project at the outcome level and the output level for strategic direction and guidance. The Implementing Partner will be designated for each project in consultation between UNDP and the Government Coordinating Agency, which is the Ministry of Foreign Affairs. The Implementing Partner will sign together with UNDP the annual Combined Delivery Reports of the project.

The **Responsible Party** is responsible and accountable for managing a project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of project resources. It acts on the basis of the signed CPAP and a Project Document. The Responsible Party manages the use of the procured goods and services to carry out project activities and produce outputs.

Project Board (also called Project Steering Committee): The Project Board is the group responsible for making by consensus, management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager. In addition, the Project Board plays a critical role in UNDP commissioned project evaluations by quality assuring the evaluation process and products, and using evaluations for performance improvement, accountability and learning. Project reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Manager. Based on the approved annual work plan (AWP) or Project Document, the Project Board may review and approve project quarterly plans when required and authorize any major deviation from these agreed quarterly plans. It is the authority that signs off the completion of each quarterly plan as well as authorizes the start of the next quarterly plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the projects and external bodies. In addition, it approves the

appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Potential members of the Project Board are reviewed and recommended for approval during the Project Appraisal Committee (PAC) meeting. Representatives of other stakeholders can be included in the Board as appropriate. The objective is to create a mechanism for effective project management. This group contains four roles:

1. **Project Director** (also called Executive): individual representing the project ownership to chair the group. There should be only one project executive, who should normally be a national counterpart.
2. **Development Partners** (also called Supplier): individuals or groups representing the interests of the parties concerned which provide funding and/or technical expertise to the project. Typically includes Implementing Partners, UNDP, donors.
3. **Beneficiary Representative**: individuals or groups of individuals representing the interests of those who will ultimately benefit from the project. The primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. Often CSO representative(s) can fulfil this role.
4. **Project Assurance**: Project Assurance is the responsibility of each Project Board member; however, the role can be delegated. The project assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Manager. A UNDP Programme Officer, or M&E Officer, typically holds the Project Assurance role on behalf of UNDP.

Project Manager: The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner and Responsible Party within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results as specified in the project document including procurement of equipment, recruitment of consultants, work plans, to the required standard of quality and within the specified constraints of time and cost. The Project Manager will be responsible for UNDP will appoint the Project Manager in a competitive selection based on UNDP recruitment procedures. The role of the project manager will be funded through government's cost sharing contribution. Prior to the approval of the project, the Project Developer role is performed by the UNDP staff member responsible for project management functions during formulation until the Project Manager is in place.

Project Support: The Project Support role provides project administration and technical support to the Project Manager as required by the needs of the individual project.

As mentioned above, UNDP will ensure accountability, transparency, effectiveness and efficiency of implementation. Within the framework of Support to NIM modality, UNDP will ensure the following major support services: (i) identification and recruitment of project personnel; (ii) procurement of goods and services; (iii) financial services.

UNDP will provide support services in compliance with UNDP rules and regulation. These services will include:

- Identification and recruitment of project personnel;
- Procurement of goods and services;
- Processing of payments to suppliers;

- Financial administration of funds;
- Overseeing financial expenditures against project budgets;
- Facilitating the audit of the project through the recruitment of an external auditor;
- Ensuring that the reporting is undertaken in line with UNDP results-based reporting requirements and procedures,
- Facilitating project learning, exchange and outreach;
- Conducting evaluations required by UNDP and the MLF and making necessary adjustment in the project design, based on the evaluation findings, recommendations and the management response.

The relevant provisions of the Standard Basic Assistance Agreement (SBAA) signed between the Government of Trinidad and Tobago and UNDP, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. Any claim or dispute arising under or in connection with the provision of support services by UNDP shall be handled pursuant to the relevant provisions of the SBAA.

To the extent possible UNDP and partners will use the minimum documents necessary, namely the signed Project document, to implement programmatic initiatives. UNDP will sign the project document with partners in accordance with corporate practices and requirements.

V. RESULTS FRAMEWORK⁷

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:															
MSDF Outcome 4: A sustainable and resilient Caribbean: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place.															
Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:															
Increased environmental sustainability to achieve sustainable development through environmental management, compliance with international treaties, adaptation to climate change, and improvement in capacity for policy and strategy development; Baseline 1; Target 3															
Applicable Output(s) from the UNDP Strategic Plan: Output 1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains															
Project title and Atlas Project Number: Stage II HPMP for Trinidad and Tobago; ATLAS Output ID# 00125771															
EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)										DATA COLLECTION METHODS & RISKS
			Value	Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	FINAL	
Output 1 <i>Phasing out HCFCs in line with Montreal Protocol control measures- Control HCFCs imports/consumption.</i>	1.1 Reduction in HCFCs imported by the RAC Servicing Sector (by tonnes)	<i>Yearly imports consumption of ODS (NOU, Customs and Excise Division, Ministry of Planning and Development)</i>	28.30	2020	28.30	28.30	28.30	28.30	15.00	15.00	15.00	1.15	1.15	0.00	<i>Quantitative (surveys) Stakeholder Consultation Verification of HCFCs Phase-out Data from Customs and Excise Division, Ministry of Finance</i>

VI. MONITORING AND EVALUATION

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

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	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.	MPD	No cost
Monitor and Manage Risk	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. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	MPD	No cost
Learn	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 and documented by the project team and used to inform management decisions.	MPD	No cost
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	MPD	No cost
Review and Make Course Corrections	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.	MPD	No cost
Project Report	A progress report will be presented to the Project Board and key stakeholders,	Annually, and at the end of the		MPD	No cost

	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.	project (final report)			
Project Review (Project Board)	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.	Monthly	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	MPD	No cost

VII. MULTI-YEAR WORK PLAN ⁸⁹¹⁰

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year				RESPONSIBLE PARTY	PLANNED BUDGET			
		2021-2022 (1 st tranche)	2023-2025 (2 nd tranche)	2026-2028 (3 rd tranche)	2029-2030 (4 th tranche)		Funding Source	Account	Budget Description	Amount
Output 1: <i>Technical Support to the Service industry</i>	1.1 Training in good service practices and R&R	\$208,193	\$193,556	\$49,193	\$22,959	UNDP / NOU	MLF (63030)	71200	International consultant	\$15,000
						UNDP / NOU	MLF (63030)	71300	Local Consultants	\$10,000
						UNDP / NOU	MLF (63030)	72500	Supplies	\$44,000
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$404,901
	1.2 Training in low GWP refrigerant technology	\$189,197	\$133,826	\$139,161	\$70,355	UNDP / NOU	MLF (63030)	72200	Equipment and Furniture.	\$430,039
						UNDP / NOU	MLF (63030)	72500	Supplies	\$27,500
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$75,000
	1.3 Installation of Spent Refrigerant Recovery Recycling and Storage Programme	\$13,455	\$223,988	\$6,000	\$2,000	UNDP / NOU	MLF (63030)	71300	Local Consultants	\$12,000
						UNDP / NOU	MLF (63030)	71600	Travel	\$5,000
						UNDP / NOU	MLF (63030)	72200	Equipment and Furniture.	\$216,443
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$12,000
	Sub-Total for Output 1									\$1,251,883

⁸ 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.

⁹ 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.

¹⁰ "The completion of the Plan and the associated Agreement (Annex 2) will take place at the end of the year following the last year for which a maximum allowable total consumption level has been specified in Appendix 2-A. Should at that time there still be activities that are outstanding, and which were foreseen in the last Tranche Implementation Plan and its subsequent revisions as per sub-paragraph 5(d) and paragraph 7, the completion of the Plan will be delayed until the end of the year following the implementation of the remaining activities. The reporting requirements as per sub-paragraphs 1(a), 1(b), 1(d), and 1(e) of Appendix 4-A will continue until the time of the completion of the Plan unless otherwise specified by the Executive Committee".

Output 2: <i>Strengthening of the Legal and Institutional Framework</i>	2.1 Technician certification program	\$12,500	\$16,667	\$38,333	\$5,000	UNDP / NOU	MLF (63030)	71300	Local Consultants	\$60,000
						UNDP / NOU	MLF (63030)	72500	Supplies	\$7,499
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$5,001
	2.2 Training of enforcement personnel and support to border control offices	\$24,000	\$16,000	\$7,000	\$4,000	UNDP / NOU	MLF (63030)	71300	Local Consultants	\$10,000
						UNDP / NOU	MLF (63030)	72200	Equipment and Furniture.	\$12,000
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$29,000
	2.3 Policy measures to ban imports of HCFC based equipment	\$4,000	\$22,000	\$-	\$-	UNDP / NOU	MLF (63030)	71300	Local Consultants	\$12,000
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$14,000
	Sub-Total for Output 2									\$149,500
Output 3: <i>Education and Awareness</i>	3.1 General public education and information dissemination	\$11,667	\$18,333	\$18,334	\$11,666	UNDP / NOU	MLF (63030)	72500	Supplies	\$60,000
	3.2 Education and awareness programs to promote specific projects	\$22,000	\$7,000	\$14,000	\$7,000	UNDP / NOU	MLF (63030)	71300	National consultant	\$5,000
						UNDP / NOU	MLF (63030)	72500	Supplies	\$10,000
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$35,000
	Sub-Total for Output 3									\$110,000
Output 4: <i>Monitoring, Evaluation and Reporting</i>	4.1. Continuous monitoring, evaluation and reporting on project execution	\$13,994	\$33,638	\$60,483	\$43,272	UNDP / NOU	MLF (63030)	71300	National consultant	\$80,000
						UNDP / NOU	MLF (63030)	75700	Training, Workshops and Conferences	\$7,387
						UNDP / NOU	MLF (63030)	74100	Professional Services (Audit)	\$24,000
						UNDP / NOU	MLF (63030)	74500	Contingencies ¹¹ (Monitoring visits)	\$40,000
	Sub-Total for Output 4									\$151,387
TOTAL									\$1,662,770	

¹¹ DPC to be charged

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities.

National Ozone Unit.

General responsibilities.

The NOU was established within the Ministry responsible for the environment in August 1997 and currently resides within the Environmental Policy and Planning Division of the Ministry of Planning and Development for the overall coordination of the ODS Phase-out programme in Trinidad and Tobago and to act as a national focal point for the implementation of the Montreal Protocol. The operations of the NOU are partly funded by the MLF through the Institutional Strengthening Programme, implemented by UNDP Trinidad & Tobago (through the Energy, Environment and Disaster Risk Reduction portfolio) and executed nationally by the MPD. The overall objectives of the NOU are to effectively and efficiently phase-out ODS in the country through the creation and increase in national awareness on the adverse impacts of ODSs, implementing ODS phase-out activities, monitoring and evaluation of progress of implementation of ODS phase-out activities, dissemination of information on new technologies and ODS substitutes to the industrial sector in the country, reporting on ODS consumption and developing and enforcement of regulations in order to meet the obligations of Montreal Protocol and its amendments. Through a cabinet appointed committee charged with the Implementation of the Montreal Protocol in Trinidad and Tobago the NOU continuously consults with representatives from governmental authorities, NGOs, the private sector and academia, on matters relating to effective and efficient implementation.

Specific responsibilities.

The NOU will be responsible for the overall coordination of the HPMP-II project including operational planning, supervision, administrative and financial management. As the sole national agent for implementation of the Montreal Protocol to meet the government's commitments with the Ozone Secretariat and the MLF Secretariat the NOU works as the lead in coordination with partners. It will run the project (implementation, supervisor and management) on a day-to-day basis within the constraints laid down by the Board. The NOU will be supported by national and international technical experts as needed as far as the Second Stage HPMP for Trinidad and Tobago implementation is concerned. The roles and responsibilities are listed as follows:

- Overall responsibility of the Technical, financial and operational management of the project;
- Overall responsibility for monitoring and supervision of activities, including the monitoring of consumption;
- Drafting of annual reports on the progress of implementation of the HPMP to be submitted to the Executive Committee of the Multilateral Fund;
- Coordination of activities among various stakeholders;
- Coordination of review of policy/regulatory framework among related Government agencies;
- Validation of enterprise-level, sector-level and national-level baseline HCFCS consumption data;
- Facilitate servicing industry consultations;
- Communicate and disseminate public information and conduct awareness/outreach initiatives/programmes;
- Incorporate elements to ensure a gender responsive project.

UNDP.

UNDP will provide technical and policy backstopping to the project and will ensure coordination of project activities with the MPD and UNDP Country Office (CO) in Trinidad and Tobago.

To ensure effectiveness and cost-efficiency of project implementation, the UNDP E&E unit will be assigned as main executing unit for the project and will provide quality assurance to the project.

General responsibilities.

- Identification and recruitment of project personnel;
- Procurement of goods and services;
- Processing of payments to suppliers;
- Financial administration of funds;
- Overseeing financial expenditures against project budgets;
- Facilitating the audit of the project through the recruitment of an external auditor;
- Ensuring that the reporting is undertaken in line with UNDP results-based reporting requirements and procedures,
- Facilitating project learning, exchange and outreach;
- Conducting evaluations required by UNDP and the MLF and making necessary adjustment in the project design, based on the evaluation findings, recommendations and the management response.
- Support NOU in ensuring an effective and smooth process in the project plans/activities;
- Support NOU/ in review and endorsement process on the draft projects/plans/activities, for timely finalization and submission to the ExCom;
- Provide assistance with policy/regulatory, management and technical support to NOU as and when required;
- Assist NOU in the process of consultations with industries on the technical and logistical aspects;
- Providing assistance with policy, management, and technical support when required;
- Assisting NOU/ and stakeholders on alternative technologies and technology transfer;
- Ensuring performance verification and disbursements in accordance with the HPMP-II
- Agreement between the Executive Committee of the Multilateral Fund and Government of Trinidad and Tobago.

Ministry of Planning and Development.

The Ministry of Planning and Development will act as the Senior Beneficiary of the project. The NOU will appoint a high-level official who will serve part time as the National Focal Point (NFP) for the project. The NFP will be a senior person appointed to oversee the project who is accountable to the Government and UNDP for the implementation of the project in line with the signed project document. He/she is the approving officer for the project and will be responsible for providing government oversight and guidance for project implementation. The NFP will not be paid from project funds but will represent part of the government in-kind contribution to the project.

General responsibilities.

- Serves as a focal point for coordination of the project with implementing agencies, UNDP, Government and other partners;

- Ensures that Government inputs for the project are available and that the project activities are in line with national priorities;
- Coordinates with the NOU and facilitates its work and all staff;
- Ensures that the required project work plan is prepared and updated and distributed to the Government relevant entities when applicable;
- Will represent the National Executing Agency at project meetings and annual reviews;
- Will lead efforts to build partnerships for the support of outcomes indicated in the project document;

Project Board.

Project Governance will be through the Project Board which will be convened by the National Focal point NFP and will serve as the project's governance and decision-making body. The Project Board is responsible for making, by consensus, management decisions when guidance is required by the Project Manager. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Management.

The Project Board will comprise representatives of UNDP (UNDP also representing the Multilateral Fund - Senior Supplier of the project), MPD and other entities as agreed between UNDP and the Government. The National Focal Point will be responsible for convening the project board meetings and the head of the NOU will also attend board meetings. It will meet as necessary, but not less than once every 3 months, to review project progress, approve project work plans (including budgets) and approve major project deliverables. The Board is responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document.

Responsibilities:

- Overseeing the project implementation;
- Approving all project work plans and budgets, as put forward by the NOU;
- Approving any major changes in project plans or programmes;
- Providing technical input and advice;
- Approving major project deliverables;
- Ensuring commitment of resources to support project implementation;
- Arbitrating any conflicts within the project and/or negotiating solutions between the project and any parties beyond the scope of the project; and
- Overall project evaluation.

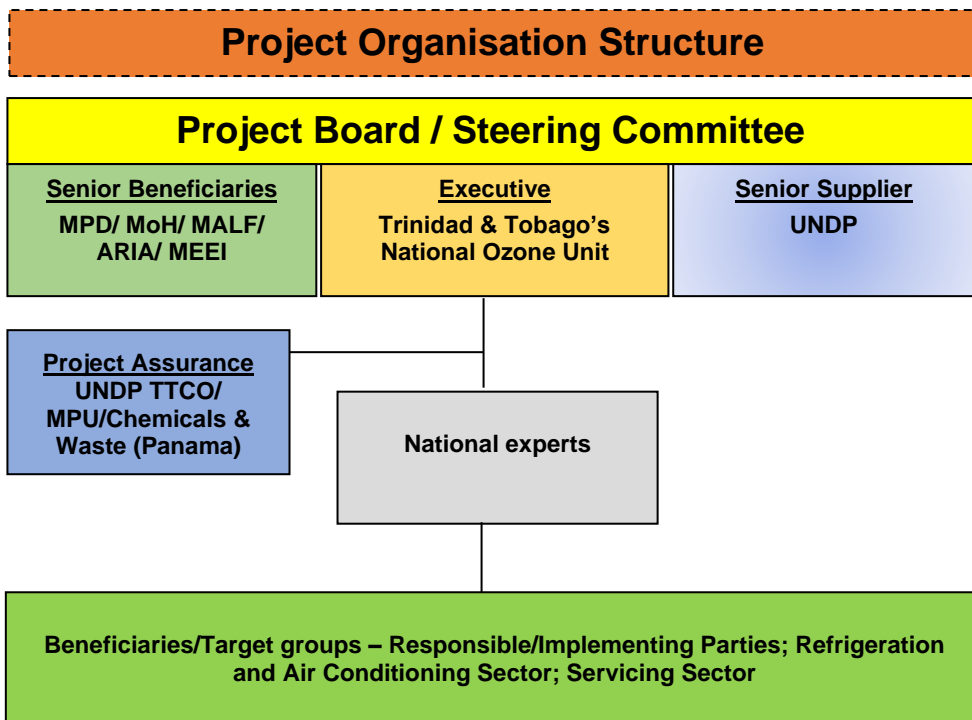


Figure 2. Project Organisation Structure

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Trinidad and Tobago and UNDP, signed in 1976.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency'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 this agreement.

The executing agency 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

X. RISK MANAGEMENT

UNDP (NIM)

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, 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.
2. 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.
3. 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.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - a. In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
 - b. Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.
5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities) and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
 - i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
 - iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
 - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and

- v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.

b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

13. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

14. Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

15. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
16. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
17. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEX¹²

- 1. Project Document approved by the Executive Committee**
- 2. Agreement between the government of the Trinidad and Tobago and the Executive Committee of the Multilateral Fund for the elimination of HCFCs *.**
- 3. Social and Environmental Screening Procedure (SESP).**
- 4. Guide for Project Preparation for Stage II of HCFC Phase-Out Management Plans.**
- 5. Standard letter of Agreement between UNDP and The Government of Trinidad and Tobago for the Provision of Support Services**
- 6. Terms of Reference for Project Board**
- 7. Risk Log**

* This document in turn is part as Annex I of the Report of the Intersessional Approval Process for the 86th meeting of the Executive Committee.

¹² Annexes 1,2,4 contain documents issued by the MLF

Annex 1.
Project Document approved
by the Executive
Committee



**United Nations
Environment
Programme**

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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eighty-sixth Meeting
Montreal, 2-6 November 2020
Postponed to 8-12 March 2021¹³

PROJECT PROPOSALS: TRINIDAD AND TOBAGO

This document consists of the comments and recommendation of the Secretariat on the following project proposals:

Phase-out

- HCFC phase-out management plan (stage I, fifth and final tranche) UNDP
- HCFC phase-out management plan (stage II, first tranche) UNDP

¹³ Due to coronavirus disease (COVID-19)

PROJECT EVALUATION SHEET – MULTI-YEAR PROJECTS

Trinidad and Tobago

(I) PROJECT TITLE	AGENCY	MEETING APPROVED	CONTROL MEASURE
HCFC phase out plan (Stage I)	UNDP (lead)	64 th	35% by 2020

(II) LATEST ARTICLE 7 DATA (Annex C Group I)	Year: 2019	20.85 (ODP tonnes)

(III) LATEST COUNTRY PROGRAMME SECTORAL DATA (ODP tonnes)								Year: 2019	
Chemical	Aerosol	Foam	Fire fighting	Refrigeration		Solvent	Process agent	Lab use	Total sector consumption
				Manufacturing	Servicing				
HCFC-22					20.85				20.85
HCFC-123					0.01				0.01

(IV) CONSUMPTION DATA (ODP tonnes)			
2009 - 2010 baseline:	46.00	Starting point for sustained aggregate reductions:	46.00
CONSUMPTION ELIGIBLE FOR FUNDING (ODP tonnes)			
Already approved:	17.70	Remaining:	28.30

(V) BUSINESS PLAN		2020	Total
UNDP	ODS phase-out (ODP tonnes)	1.08	1.08
	Funding (US \$)	94,600	94,600

(VI) PROJECT DATA			2011	2013	2015	2017	2018*	2020	Total
Montreal Protocol consumption limits			n/a	46.10	41.60	41.60	41.60	30.00	n/a
Maximum allowable consumption (ODP tonnes)			n/a	46.10	39.50	39.50	39.50	28.50	n/a
Agreed funding (US \$)	UNDP	Project costs	559,900	198,000	471,833	145,000	0	88,000	1,462,733
		Support costs	41,993	14,850	35,387	10,875	0	6,600	109,705
Funds approved by ExCom (US \$)		Project costs	559,900	198,000	471,833	0	145,000	0	1,374,733
		Support costs	41,993	14,850	35,387	0	10,875	0	103,105
Total funds requested for approval at this meeting (US \$)		Project costs	0	0	0	0	0	88,000	88,000
		Support costs	0	0	0	0	0	6,600	6,600

*The fourth tranche should have been submitted in 2017.

Secretariat's recommendation:	Blanket approval

PROJECT DESCRIPTION

On behalf of the Government of Trinidad and Tobago, UNDP as the designated implementing agency, has submitted a request for funding for the fifth and final tranche of stage I of the HCFC phase-out management plan (HPMP), at the amount of US \$88,000, plus agency support costs of US \$6,600.¹⁴ The submission includes a progress report on the implementation of the fourth tranche, the verification report on HCFC consumption for 2018 and 2019 and the tranche implementation plan for 2021.

Report on HCFC consumption

1. The Government of Trinidad and Tobago reported a consumption of 20.85 ODP tonnes of HCFC in 2019, which is 55 per cent below the HCFC baseline for compliance. The 2013-2019 HCFC consumption is shown in Table 1.

Table 1. HCFC consumption in Trinidad and Tobago (2013-2019 Article 7 data)

HCFC	2013	2014	2015	2016	2017	2018	2019	Baseline
Metric tonnes (mt)								
HCFC-22	717.46	473.47	229.16	377.10	214.65	284.52	379.07	782.86
HCFC-123	1.97	1.27	0.70	2.78	0.87	0.25	0.25	6.74
HCFC-124	0.00	6.37	0.00	0.00	0.00	0.00	0.00	23.60
HCFC-141b	0.00	1.36	0.00	0.00	3.57	0.00	0.00	20.55
HCFC-142b	0.00	3.00	0.40	0.00	0.00	0.00	0.00	0.00
Total (mt)	719.43	485.47	230.26	379.88	219.09	284.77	379.32	833.75
ODP tonnes								
HCFC-22	39.46	26.04	12.60	20.74	11.81	15.65	20.85	43.10
HCFC-123	0.04	0.03	0.01	0.06	0.02	0.01	0.01	0.10
HCFC-124	0.00	0.14	0.00	0.00	0.00	0.00	0.00	0.50
HCFC-141b	0.00	0.15	0.00	0.00	0.39	0.00	0.00	2.30
HCFC-142b	0.00	0.19	0.03	0.00	0.00	0.00	0.00	0.00
Total (ODP tonnes)	39.50	26.55	12.64	20.80	12.22	15.65	20.85	46.00

2. The consumption of HCFCs is showing a decreasing trend over the last 10 years due to implementation of HCFC import controls and monitoring; training and capacity building activities for customs officers and refrigeration technicians under the HPMP; ban on import of HCFC-based equipment since 1 January 2015; and the increasing adoption of refrigeration and air-conditioning (RAC) equipment. The majority of the new air-conditioners being imported in recent years are based on HFC-410A refrigerant; the refrigeration equipment in cold rooms and other applications are based on HFC-134a, R-404A and R-407C refrigerants; and there is very limited use of RAC equipment based on R-290. The increases in consumption in 2016, 2018 and 2019 were mainly due to higher imports of HCFCs for servicing RAC equipment which was driven by local weather and economic conditions; these fluctuations are temporary. HCFC-141b consumption has been completely phase-out with the implementation of the conversion of the foam sector supported; although no ban has been imposed on imports of HCFC-141b in bulk or contained in pre-blended polyols, no license is issued for import of these substances. HCFC-123 is used for servicing large commercial and industrial chillers.

Country programme (CP) implementation report

3. The Government of Trinidad and Tobago reported HCFC sector consumption data under the 2019 CP implementation report which is consistent with the data reported under Article 7 of the Montreal Protocol.

¹⁴ As per the letter of 13 July 2020 from the Ministry of Planning and Development, Republic of Trinidad and Tobago, to UNDP.

Verification report

4. The verification report confirmed that the Government of Trinidad and Tobago is implementing a licensing and quota system for HCFC imports and exports that ensures the country's compliance with the control targets set in the Agreement with the Executive Committee, and that the total consumption of HCFCs reported under Article 7 of the Montreal Protocol for 2018 and 2019 was correct (as shown in Table 1 above) and lower than the control targets for those years.

Progress report on the implementation of the fourth tranche of the HPMP*Legal framework*

5. The Import and Export Control Regulations for the import of ODS, mixtures containing ODS, and ODS-based equipment including HCFCs, was amended in 2013 to include HCFC blends. Since 1 January 2015, HCFC-based equipment cannot be imported into the country; and HCFC-141b in bulk or contained in pre-blended polyols cannot be imported as no license is issued for import of these substances. The Government has a climate policy to reduce and avoid the emission of greenhouse gases, which applies to HCFCs to the extent feasible. In March 2018, the Government approved the national guidelines for good refrigeration servicing and maintenance practices to avoid leakage of refrigerants.

6. The national ozone unit (NOU) developed and enforced standards related to handling, storage and technical specifications for refrigerant cylinders and equipment used in the RAC sector, in coordination with the Trinidad and Tobago Bureau of Standards (TTBS), and is currently developing safety requirements for handling flammable refrigerants.

Foam sector

7. The project for the phase-out of HCFC-141b contained in imported pre-blended polyols in the foam sector covers five enterprises. Conversion of three enterprises (Vetter Boxes, Tropical Marine and Seal Spray Solutions), has been completed with the introduction of methyl formate/water-based technologies, resulting in the phase-out of 13.95 mt; and the conversion project to methyl formate in another enterprise (Ice Fab with a consumption of 3.0 mt) is expected to be completed by the end of 2020. However, one enterprise (Ice Con with a consumption of 6.3 mt), decided to withdraw from the project due to internal organisational reasons, and the funding balance amounting to US \$30,600, has been returned to the 86th meeting, in line with decision 83/15(b). Low-global-warming potential (GWP) technologies in foam applications are available in the country.¹⁵

Refrigeration servicing sector

8. The following activities have been implemented:

- a. *Training of customs and border control agencies:* Training of 180 officers from border control agencies, including TTBS and the Ministry of Trade and Industries (Trade Licensing Unit) on ODS regulations implementation and control of illegal ODS trade; and support for software upgrade related to controls and operation of three refrigerant identifiers; during the implementation of stage I, approximately 305 enforcement officers were trained;
- b. *Technical support to the RAC servicing sector:* Training of 10 trainers and 305 technicians focusing on alternative refrigerants and hydrocarbon (HC)-based refrigerant technologies; certification of 211 technicians based on a certification scheme established by the NOU with the Air-conditioning and Refrigeration Industry Association (ARIA) and other national stakeholders; provision of training equipment (e.g., vacuum pumps, weighing scales, refrigerant cylinders, tools for recovery of refrigerant and maintenance, HC-based equipment

¹⁵ Decision 84/30(b).

for hands-on training) to 11 technical training institutions; and purchase and distribution of 107 units of equipment (e.g., servicing tools and gauges) to service enterprises; during the implementation of stage I, 32 trainers and approximately 1,600 technicians were trained; and

- c. *Education and awareness*: sensitization of the public and the sector through publication of public notices, public displays, educational articles in newspapers, broadcasting of information videos in televisions and sector-specific lectures on implementation of HPMP and alternative technologies.

Project implementation and monitoring

9. The NOU is responsible for HPMP implementation with support from a project manager with a team of two personnel. The total cumulative expenditures as of July 2020 amounted to US \$87,600 (i.e., US \$25,000 for staff and consultants, US \$22,600 for travel and workshops, and US \$40,000 for verification and other operational expenses).

Level of fund disbursement

10. As of July 2020, of the US \$1,374,733 approved so far, US \$1,293,214 had been disbursed as shown in Table 2. The balance of US \$81,519 will be disbursed in 2021.

Table 2. Financial report of stage I of the HPMP for Trinidad and Tobago (US \$)

Funding tranche	Funds approved	Funds disbursed	Disbursement rate (%)
First	559,900	529,847	95
Second	198,000	198,000	100
Third	471,833	471,833	100
Fourth	145,000	93,534	65
Total	1,374,733	1,293,214	95

Implementation plan for the fifth and final tranche of the HPMP

11. The following activities will be implemented between January and December 2021 with funds from the last tranche and balances from the previous tranches:

- a. *Completion of the Ice Fab conversion project by the end of 2020* (funds from the previous tranche);
- b. *Technical support to the RAC servicing sector*: Training of 120 RAC technicians on good service practices and safe handling of HC-based equipment and certification of 55 technicians; provision of recovery units and other servicing equipment for training institutions and service sector enterprises; and support, where applicable, to developing a blended learning/training approach (online and in-person) for the RAC sector (US \$20,000);
- c. *Policy, legal and institutional framework*: Continued implementation of the professional certification system for RAC technicians that is under implementation with support from ARIA; and development of an online tool (in light of the COVID-19 pandemic situation) to assist RAC technicians and end-users on technical information relating to good installation, maintenance and servicing of equipment, recovery and reuse of refrigerants and registry of certified technicians (US \$27,000);
- d. *Education and awareness*: Implementation of at least 25 online and in-person (where possible) seminars/lectures; public advisories on HPMP implementation and alternative technologies (US \$17,000); and
- e. *Project management and implementation* (US \$24,000): Project management and coordination on implementation of the work plan and periodic monitoring and reporting of activities.

SECRETARIAT'S COMMENTS AND RECOMMENDATION

COMMENTS

Report on HCFC consumption

12. Upon request for additional information on the use of HCFC-free alternative technologies in the RAC sector, UNDP informed that currently, HFC-based technologies are extensively available for many RAC applications at a competitive price; the use of HC-based equipment is seeing a marginal increase in domestic refrigeration applications, and very limited in air-conditioning applications. Training and technical information on the safe use of flammable refrigerants has been provided, in case technicians need to service RAC equipment based on flammable refrigerants.

Progress report on the implementation of the fourth tranche of the HPMP

Legal framework

13. The Government of Trinidad and Tobago has already issued HCFC import quotas for 2020 at 22.09 ODP tonnes (402.85 mt), which is lower than the Montreal Protocol targets.

Refrigeration servicing sector

14. In respect of the retrofitting activities to HC refrigerants, UNDP explained that the Government of Trinidad and Tobago is well aware of the relevant decisions of the Executive Committee.¹⁶ Market penetration of flammable refrigerants is limited mainly because the sector uses HFCs and non-flammable refrigerants. Training on safe handling of flammable refrigerants focuses on flammability issues relating to refrigerant storage, transportation and usage in new refrigeration equipment or equipment designed for using flammable refrigerants; it is expected that the import of RAC equipment based on HC refrigerants would increase in the future with the phase-out of HCFCs and the phase-down of HFCs. ARIA is closely involved in training on safety issues associated with HCs and the trainers are attached to the Association.

Completion of stage I

15. UNDP has confirmed that stage I for Trinidad and Tobago will be completed on 31 December 2021 as established in paragraph 14 of the Agreement.

Gender policy implementation

16. The Government of Trinidad and Tobago and UNDP are fully committed to implementing the gender policy;¹⁷ over 50 per cent of the persons participation in project planning, and implementation and supervision of HPMP activities are women. UNDP informed that the participation of female practitioners (e.g., consultants, supervisors, trainers and project coordination staff) would actively be encouraged in various activities and that the Government is targeting about 5 per cent of women participation in the servicing sector and enforcement training activities during the implementation of the fifth tranche.

Sustainability of the HCFC phase-out

17. With regard to ensuring the sustainability of the HPMP, the Government has prohibited the import of HCFC-based equipment since 1 January 2015 and no license is issued for imports of HCFC-141b in bulk or contained in pre-blended polyols; the implementation, monitoring and reporting system for HCFCs, the training programmes for technicians and enforcement officers, the close cooperation with the RAC association

¹⁶ Decisions 72/17 and 73/34.

¹⁷ Decision 84/92(d) requested bilateral and implementing agencies to apply the operational policy on gender mainstreaming throughout the project cycle.

and the continuous implementation of awareness and information outreach programme on HCFC phase-out, would further ensure the sustainability of HCFC phase-out.

Conclusion

18. The Secretariat noted that the country's import licensing and quota system is operational. The 2019 HCFC consumption is 55 per cent below the HCFC baseline for compliance. Over 95 per cent of the funds approved have been disbursed. The activities planned under the fifth tranche will result in the completion of the foam sector by the end of 2020 and the complete phase-out of HCFC-141b contained in imported pre-blended polyols; these enterprises have adopted low-GWP foam blowing agents to replace HCFC-141b, and UNDP has returned the funds balance from one enterprise to the 86th meeting. The Government has adopted national guidelines for good refrigeration practices and safety standards for refrigerant cylinders and RAC equipment, and is currently implementing the certification system for RAC technicians in cooperation with ARIA, training programmes for RAC technicians on good service practices, awareness programmes on HPMP activities and the promotion of the adoption of HCFC-free alternatives. These aforementioned activities combined with equipment support for technicians will further strengthen the servicing sector and ensure the long-term sustainability of HPMP activities. Stage II is also being submitted for consideration at the present meeting.

RECOMMENDATION

19. The Fund Secretariat recommends that the Executive Committee:

- a. Takes note of the progress report on the implementation of the fourth tranche of stage I of the HCFC phase-out management plan (HPMP) for Trinidad and Tobago;
- b. Further notes that UNDP had already returned to the 86th meeting the remaining balances amounting to US \$30,600, plus agency support costs of US \$2,295, associated with the foam enterprise Ice Con that withdrew from the HPMP, in line with decision 83/15(b); and
- c. Requests the Government of Trinidad and Tobago and UNDP to submit a progress report on the implementation of the work programme associated with the final tranche and the project completion report to the first meeting of the Executive Committee in 2022.

20. The Fund Secretariat further recommends blanket approval of the fifth and final tranche of stage I of the HPMP for Trinidad and Tobago, and the corresponding 2020-2021 tranche implementation plan, at the funding level shown in the table below.

	Project title	Project funding (US \$)	Support cost (US \$)	Implementing agency
(a)	HCFC phase-out management plan (stage I, fifth tranche)	88,000	6,600	UNDP

PROJECT EVALUATION SHEET – MULTI-YEAR PROJECTS

Trinidad and Tobago

(I) PROJECT TITLE	AGENCY
HCFC phase-out plan (stage II)	UNDP (lead)

(II) LATEST ARTICLE 7 DATA (Annex C Group I)	Year: 2019	20.85 (ODP tonnes)
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(III) LATEST COUNTRY PROGRAMME SECTORAL DATA (ODP tonnes)								Year: 2019	
Chemical	Aerosol	Foam	Fire-fighting	Refrigeration		Solvent	Process agent	Lab use	Total sector consumption
				Manufacturing	Servicing				
HCFC-22					20.85				20.85
HCFC-123					0.01				0.01

(IV) CONSUMPTION DATA (ODP tonnes)			
2009 - 2010 baseline:	46.00	Starting point for sustained aggregate reductions:	46.00
CONSUMPTION ELIGIBLE FOR FUNDING (ODP tonnes)			
Already approved:	17.70	Remaining:	28.30

(V) BUSINESS PLAN		2020	2021	2022	Total
UNDP	ODS phase-out (ODP tonnes)	n/p	n/p	n/p	n/p
	Funding (US \$)	n/p	n/p	n/p	n/p

n/p: not provided.

(VI) PROJECT DATA		2020	2021-2022	2023	2024	2025	2026	2027	2028	2029	2030	Total	
Montreal Protocol consumption limits		29.90	29.90	29.90	29.90	15.00	15.00	15.00	15.00	15.00	0.00	n/a	
Maximum allowable consumption (ODP tonnes)		28.50	28.50	28.50	28.50	15.00	15.00	15.00	1.15	1.15	0.00	n/a	
Projects costs requested in principle (US \$)	UNDP	Project costs	499,006	0	665,008	0	0	332,504	0	0	166,252	0	1,662,770
		Support costs	34,913	0	46,551	0	0	23,275	0	0	11,638	0	116,376
Total project costs requested in principle (US \$)		499,006	0	665,008	0	0	332,504	0	0	166,252	0	1,662,770	
Total support costs requested in principle (US \$)		34,913	0	46,551	0	0	23,275	0	0	11,638	0	116,376	
Total funds requested in principle (US \$)		533,669	0	711,559	0	0	355,779	0	0	177,890	0	1,778,896	

(VII) Request for approval of funding for the first tranche (2020)		
Agency	Funds requested (US \$)	Support costs (US \$)
UNDP	499,006	34,913

Secretariat's recommendation:	Individual consideration
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PROJECT DESCRIPTION

21. On behalf of the Government of Trinidad and Tobago, UNDP as the designated implementing agency, has submitted a request for stage II of the HCFC phase-out management plan (HPMP), at the amount of US \$2,002,149, plus agency support costs of US \$140,150, as originally submitted.¹⁸ The implementation of stage II of the HPMP will phase out the remaining consumption of HCFCs by 2039.

22. The first tranche of stage II of the HPMP being requested at this meeting amounts to US \$674,458, plus agency support costs of US \$50,584 for UNDP, as originally submitted.

Status of implementation of stage I of the HPMP

23. Stage I of the HPMP for Trinidad and Tobago was approved at the 64th meeting¹⁹ to meet the 35 per cent reduction from the baseline by 2020, at a total cost of US \$1,462,733, plus agency support costs, to phase out 17.70 ODP tonnes of HCFCs used in the foam manufacturing and the refrigeration servicing sectors. An overview of the implementation of stage I, including an analysis of the HCFC consumption; the progress and financial reports on the implementation; and the request for the fifth and final tranche submitted to the current meeting, are presented in paragraphs 1 to 20 of the present document.

Stage II of the HPMP

Remaining consumption eligible for funding

24. After deducting 17.70 ODP tonnes of HCFCs associated with stage I of the HPMP, the remaining consumption eligible for funding amounts to 28.30 ODP tonnes of HCFC-22, HCFC-123 and HCFC-124.

Sector distribution of HCFCs

25. There are 2,000 RAC technicians working in 330 workshops servicing residential and commercial air-conditioners; commercial and industrial refrigeration units; and chillers as shown in Table 3. HCFC-22 represents 21.8 per cent of the refrigerants used in the servicing sector; consumption of HFC-134a and R-410A is higher than HCFC-22, and R-404A and R-407C is lower than HCFC-22.

Table 3. Demand in 2019 for HCFC-22 in the RAC servicing sector in Trinidad and Tobago

Sector/Applications	Number of units	Average charge/unit (kg)	Leakage rate (%)	Consumption	
				(mt)*	%
Room AC (unitary and split)	354,000	1.8	30	191.20	53.1
Commercial AC (roof top, multi-split, chillers)	18,000	13.0	40	93.60	26.0
Commercial refrigeration (medium condensing units)	8,000	15.0	50	60.00	16.7
Chillers	700	60.0	30	12.60	3.5
Transport refrigeration	750	8.0	45	2.70	0.7
Total	381,450	n/a	n/a	360.10	100.0

(*) Best estimates based on information available from industry representatives and field surveys; an additional 65.5 mt is emitted during servicing.

Phase-out strategy in stage II of the HPMP

26. Stage II of the HPMP will build upon the experience gained during implementation of stage I; it will focus on strengthening of regulations for reducing dependence on HCFC-based equipment; capacity building of enforcement officers for implementation of HCFC regulations; strengthening of the certification system for RAC technicians; capacity building and implementation of training activities in the servicing sector; provision

¹⁸ As per the letter of 6 July 2020 from the Ministry of Planning and Development, Republic of Trinidad and Tobago, to UNDP.

¹⁹ UNEP/OzL.Pro/ExCom/64/46 and Annex XXVI.

of RAC equipment for the adoption of good service practices; the establishment of a recovery and reclamation programme; the promotion of low-GWP alternatives to HCFCs; awareness and outreach programme on HPMP activities; and project management and monitoring activities. As submitted, stage II proposes to reduce HCFC consumption with annual consumption target of 13.50 ODP tonnes for the period 2021 to 2024; 13.85 ODP tonnes for the period 2025 to 2027; and 1.15 ODP tonnes for the period 2028 to 2039 that will include service tail for HCFCs allowed under the Montreal Protocol.

Proposed activities in stage II of the HPMP

27. Stage II proposes the following activities:

- a. *Strengthening of the enforcement of ODS regulations*: Five training courses for about 125 customs and enforcement officers on regulations for HCFC controls and preventing illegal trade of HCFCs; three training programmes for about 75 brokers and importers on regulations and compliance with reporting and documentation requirements; and procurement of four refrigerant identifiers for customs (US \$51,000);
- b. *Development and implementation of regulations for prohibiting imports of components for HCFC-based equipment*: Development of regulations on prohibiting import of components (e.g., compressors, controls, heat-exchangers) for HCFC-based RAC equipment including national consultations with stakeholders including equipment importers for finalisation of regulations (US \$26,000);
- c. *Strengthening of the certification programme for RAC technicians*: Upgrade of the certification programme to include regulations for the purchase of refrigerants by certified technicians and continued development of an online database for certified technicians; and awareness and outreach programme for certification of technicians (US \$72,500);
- d. *Implementation of training programme for RAC technicians*: One train-the-trainer programme for 20 trainers and 50 training programmes for 1,250 RAC technicians on good servicing practices (through the training facilities that were supported during stage I and stage II) and the promotion of recovery and reuse of HCFCs; equipment support to two training centres (e.g., recovery machines, vacuum pump, training boards and servicing tools, air-conditioning equipment) (US \$460,597);
- e. *Implementation of training and provision of equipment support to RAC technicians for the safe use of low-GWP RAC equipment*: Technical training support to 1,500 technicians through 50 training courses for handling low-GWP refrigerants and servicing equipment using low-GWP alternatives that are expected to be adopted in different RAC applications in the future; and procurement of equipment for servicing low-GWP refrigerant-based equipment for approximately 500 technicians (e.g., HC-based charging equipment, leak detectors, gauge manifolds and safety devices for safe handling and use of low-GWP refrigerants) (US \$788,956);
- f. *Implementation of a recovery, recycling and reuse programme*: Procurement of equipment for three recovery centres (e.g., recovery machines, recovery cylinders, refrigerant identifier, tools and other accessories) and one reclamation centre (e.g., reclamation machine, recovery machine, recovery cylinders, testing equipment for laboratory, tools and accessories); and training workshops and outreach programme for operationalising recovery and reclamation equipment (US \$313,096); and
- g. *Awareness and information outreach programme*: Planning and implementation of awareness and outreach programmes for the general public on HPMP implementation and new RAC equipment using HCFC-free technologies; awareness programme for RAC technicians on HPMP activities and recovery and reclamation programmes; five meetings and workshops with large equipment users, hotels and supermarkets on different RAC technologies; awareness activities for children through school programmes; and printing and dissemination

of awareness materials including brochures, newspaper advertisement and other mass media campaigns (US \$110,000).

Project implementation and monitoring

28. Project management and monitoring will be undertaken under the overall management and supervision of the NOU with the assistance of one technical specialist and one logistics and administrative specialist. The activities handled by the project management technical staff will include: implementation of training of customs and RAC technicians; equipment support for technical training and RAC technicians; recovery and reuse activities; data collection and monitoring on project related activities; coordination of implementation of activities with different institutions and stakeholders on HPMP activities; and project monitoring and reporting. The cost of those activities amounts to US \$180,000 (i.e., US \$100,000 for staff/consultants, US \$60,000 for monitoring and travel, and US \$20,000 for consultative meetings).

Gender policy implementation

29. The Government of Trinidad and Tobago is committed to implementing the gender policy in line with decision 84/92(d).²⁰ During the implementation of stage II, the Government will work closely with training institutions including customs and enforcement training centres, and the RAC association, and implement measures to maximise participation of women in all activities. The Government would target participation of approximately 30 per cent of women in the training programmes and work with vocational training colleges to encourage women joining these colleges.

Total cost of stage II of the HPMP

30. The total cost of stage II of the HPMP for Trinidad and Tobago amounts to US \$2,002,149, as originally submitted, for achieving 67.5 per cent reduction from its HCFC baseline consumption by 2025, 97.5 per cent by 2028 and 100 per cent reduction by 2039, which is in accordance with decision 74/50(c)(xiii). The proposed activities and cost breakdown are summarized in Table 4 below.

Table 4. Total cost of stage II of the HPMP for Trinidad and Tobago as submitted (US \$)

Activity	Cost
Training of enforcement personnel on HCFC monitoring and control and prevention of illegal trade	51,000
Regulations development and capacity building to ban import of HCFC-based equipment	26,000
Strengthening implementation of certification of technicians	72,500
Training of technicians on good service practices and recovery and reclamation	460,597
Training and equipment support on low-GWP refrigerant technology for service sector	788,956
Installation of spent refrigerant recovery recycling and storage programme	313,096
General public education and information dissemination on HPMP activities and new technologies	60,000
Education and awareness programmes with large end-users to promote adoption of good practices and emerging RAC technologies in air-conditioning and commercial refrigeration	50,000
Project management, monitoring, evaluation and reporting	180,000
Total	2,002,149

Activities planned for the first tranche of stage II

31. The first tranche of stage II of the HPMP, at the total amount of US \$674,458, as submitted, will be implemented between January 2021 and December 2023, and will include the following activities:

- a. *Strengthening of the enforcement and monitoring of ODS regulations and related policies:*

²⁰ Decision 84/92(d) requested bilateral and implementing agencies to apply the operational policy on gender mainstreaming throughout the project cycle.

Training of 30 enforcement officers on HCFC monitoring, control and reporting, prevention of illegal trade and implementation of control measures; consultations on the update of the legal framework and Harmonized System (HS) codes among key Government officials; and procurement and distribution of two refrigerant identifiers to customs border posts (US \$24,000):

- b. *Development and implementation of regulations for prohibiting imports of components for HCFC-based equipment:* Initiation of development and enforcement of a policy for the prohibition of components for HCFC-based RAC equipment, based on discussions at three consultative meetings with stakeholders and importers (US \$4,000);
- c. *Strengthening of the certification programme for RAC technicians:* Initiation of the development of procedures for strengthening of the certification programme, through one consultative meeting with the service industry, service sector association and regulatory aspects relating to handling of refrigerants and recovery and reuse by certified technicians; information outreach on expected changes and improvements in the implementation of the certification programme (e.g., controls on handling flammable refrigerants, specific provisions related to recovery and reuse of refrigerants) (US \$12,500);
- d. *Implementation of training programme on good service practices and recovery and reclamation:* Design of the overall training programme including the upgrading of technical manuals and information; one train-the-trainers programme for 20 trainers and eight training courses for about 200 RAC technicians; and procurement of one training kit for a training centre (US \$205,798);
- e. *Implementation of a capacity building programme for low-GWP refrigerants:* Implementation of at least four training programmes for 80 to 100 RAC technicians on the safe use of low-GWP refrigerants; and procurement and distribution of 60 tool kits for trained RAC technicians (US \$156,083);
- f. *Implementation of a recovery, recycling and reuse programme:* Design of the business model of the recovery, recycling and reuse scheme including a consultative workshop; identification of a site for locating a recovery and recycling centre and procurement of equipment and tools; provision of equipment support for service workshops; and workshops on management of recovered refrigerant for service technicians, Government authorities and large users (US \$219,900);
- g. *Awareness programmes for RAC technicians of large end-users and children:* Design an overall awareness programme before starting implementation of activities for RAC technicians on certification programmes and new regulations relating to ODS phase-out, and for children and youth on Montreal Protocol activities and environment friendly technologies; implementation of one technical seminar for large end-users and regulatory authorities on HCFC-free alternative technologies in different applications (US \$33,667); and
- h. *Monitoring and evaluation* (US \$18,510): Monitoring and follow-up activities (including operation cost for the meetings with stakeholders).

SECRETARIAT'S COMMENTS AND RECOMMENDATION

COMMENTS

32. The Secretariat reviewed stage II of the HPMP in light of stage I, the policies and guidelines of the Multilateral Fund, including the criteria for funding HCFC phase-out in the consumption sector for stage II of HPMPs (decision 74/50), and the 2020-2022 business plan of the Multilateral Fund.

Overarching strategy for stage II

33. The Government of Trinidad and Tobago proposes to meet the 100 per cent reduction of its HCFC baseline consumption by 2028, except 2.5 per cent of its baseline (1.15 ODP tonnes), which would be consumed annually from 2028 to 2039. The Secretariat had extensive discussions with UNDP on several issues related to the overarching strategy of stage II as explained below.

34. Given that HCFC consumption has increased between 2017 and 2019; that the Government proposes to maintain the consumption targets as close as possible to those allowed under the Montreal Protocol up to 2027 without any interim additional reductions; and that there were uncertainties associated with the commercial availability of HCFC-free low-GWP technologies in the local market; the Secretariat suggested that stage II of the HPMP addresses only up to the 67.5 per cent reduction of the HCFC baseline by 2025; the Government then could submit stage III addressing the full phase-out of HCFCs. After further discussions with the Government, UNDP explained that the strategy for stage II was proposed by the Government after detailed consultations with national stakeholders and keeping in view the national circumstances; the Government proposes to adopt a complete phase-out approach and commits to a consumption target of 2.5 per cent of the baseline in 2028, as this would assist in implementation of activities, without the need for interim project submissions and administrative processes. The Government could continue to build on their existing HCFC licensing and quota system, give policy direction on HCFC phase-out to RAC technicians on the adoption of low-GWP technologies, and take actions based on the technology evolution and the market assessment to achieve cost-effective and sustainable HCFC phase-out.

Consumption increase in 2018 and 2019

35. With regard to the increase on the level of consumption in 2018 and 2019, UNDP explained that as a result of the earthquake in the second half of 2018, a larger number of residential and commercial RAC equipment needed additional repair and servicing, resulting in an increase in consumption; however, the ban on import of HCFC-based equipment in place since 1 January 2015 had resulted in reduced dependence on HCFC-22-based RAC equipment which will result in faster reduction of HCFC consumption in future years.

36. The Secretariat had detailed discussions with UNDP on the assessment of the actual use of HCFC-22 in the country, noting that the funding level is directly linked to the actual use of HCFC-22 and not on the remaining consumption eligible for funding, as Trinidad and Tobago is a non-low volume consuming countstakeholderry. Following these discussions, it was agreed to use the average of 2016-2019 consumption of HCFC-22 and HCFC-123, as shown in Table 5, as a reasonable assessment of the actual use of HCFCs, noting that this approach takes into account excess consumption/stockpiles in 2019 and the lower consumption in 2017 due to the adverse economic situation, which would have affected regular servicing of RAC equipment in that year.

Table 5. Average 2016-2019 HCFC-22 and HCFC-123 consumption in Trinidad and Tobago

HCFC (mt)	2016	2017	2018	2019	Average
HCFC-22	377.10	214.65	284.52	379.07	313.83
HCFC-123	2.78	0.87	0.25	0.25	1.04
Total (mt)	379.88	215.52	284.77	379.32	314.87

Reduction targets for stage II

37. The Secretariat also held discussions with UNDP regarding the phase-out targets for stage II of the HPMP for the period 2021 to 2039, as originally submitted. Subsequently, UNDP informed the Secretariat that after further consultations it had with the Government, the Government agreed to a consumption target of zero ODP tonnes from 2030, as shown in Table 6, on the understanding that the HCFC consumption between 2030 and 2040 (i.e., the servicing tail) may exceed zero in any year so long as the sum of its calculated levels of consumption over the ten-year period from 1 January 2030 to 1 January 2040 divided by 10, does not exceed

2.5 per cent of Trinidad and Tobago's baseline, and provided that such consumption is restricted to the servicing of RAC equipment existing on 1 January 2030, as provided by the Montreal Protocol.²¹

Table 6. Control targets for stage II of the HPMP for Trinidad and Tobago (ODP tonnes)

Targets	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Montreal Protocol	29.90	29.90	29.90	29.90	15.00	15.00	15.00	15.00	15.00	0.00
Stage II	28.50	28.50	28.50	28.50	15.00	15.00	15.00	1.15	1.15	0.00

Legal framework

38. With regard to the implementation of regulations relating to promoting recovery and reuse of HCFCs, UNDP explained that the Government would introduce provisions in the technician certification process to ensure mandatory recovery of refrigerants while decommissioning HCFC-based refrigeration equipment and reporting of quantities of recovered refrigerants; these provisions would be enforced upon finalisation of the database of certification of technicians and updating of technician certification regulations. UNDP confirmed that the import ban of components for HCFC-based equipment would be implemented from 1 January 2025; while no specific regulations for prohibiting the adoption of HFC-based equipment are proposed under stage II, the Government would consider such regulations during the implementation of the HFC phase-down plan when submitted.

39. UNDP also explained that the Government would continue strengthening the certification system for RAC technicians with additional provisions planned under stage II with a view to maximise operations of certified technicians and restrict the handling and use of refrigerants to certified technicians only. Given the market conditions in the country, the certification system would be strengthened over time and would facilitate the adoption of low-GWP refrigerants as they become available in the market.

Technical and cost-related issues

40. The Secretariat sought additional information on the feasibility and sustainability of the recovery and reuse component under stage II, in view of the current high availability of HCFCs in the country. UNDP explained that the scheme would be successful with decreasing supply of HCFC-22 over time and higher price of HCFCs; the Government would implement measures to actively promote recovery and reuse practices during stage II. Following consultations relating to operationalisation of the programme, UNDP agreed that the funding for the recovery and reuse programme would be included in the second tranche request, after making an assessment of the business model for operationalising the programme; if necessary, the project component would be restructured to provide more equipment support to service technicians, training of RAC technicians, certification programme implementation and infrastructure for training institutions.

41. The Secretariat requested additional information on training of RAC technicians on low-GWP flammable refrigerants and equipment support for servicing such equipment, noting that such training could be incorporated under the training programme of service technicians on good practices and that the use of equipment based on low-GWP refrigerants in the country is very limited. UNDP explained that the proposed training on low-GWP refrigerants will focus only on the safe handling of these refrigerants, while the training programme on good service practices will focus on maximising recovery and reuse of HCFCs. Regarding the tools and equipment for servicing low-GWP flammable refrigerants, UNDP mentioned that it is needed so that technicians can service RAC equipment based on low-GWP flammable refrigerants when they become available in the market; the specific requirement for the equipment will be discussed with the refrigeration servicing industry based on update of low-GWP flammable refrigerants in the country in air-conditioning and other RAC applications covered under HPMP.

42. The Secretariat had detailed discussions with UNDP on costs allocated for the different components of stage II, resulting in the following adjustments to maximise the impact of the proposed activities: the

²¹ Article 5, paragraph 8 ter(e)(i) of the Montreal Protocol. Other applications where HCFCs can be used include the servicing of fire suppression and fire protection equipment existing on 1 January 2030; solvent applications in rocket engine manufacturing; and topical medical aerosol applications for the specialized treatment of burns.

number of technicians trained was increased from 1,250 to 1,600 technicians; the cost of equipment support to the technical institutions for training of technicians, recovery and reuse of refrigerants was adjusted; the number of technicians to receive equipment support for good service practices and safe adoption of low-GWP technologies was reduced from 500 to 350; and the project management and monitoring costs was estimated to 10 per cent of the revised project costs. Table 7 presents the revised cost allocation for the different components.

Table 7. Revised cost allocation by activity of stage II of the HPMP for Trinidad and Tobago (US \$)

Activity	Original	Revised
Training of enforcement personnel on HCFC monitoring and control and prevention of illegal trade	51,000	51,000
Regulations development and capacity building to ban import of HCFC-based equipment	26,000	26,000
Strengthening implementation of certification of technicians	72,500	72,500
Training of technicians on good service practices and recovery and reclamation	460,597	473,901
Training and equipment support on low-GWP refrigerant technology for service sector	788,956	532,539
Installation of spent refrigerant recovery recycling and storage programme	313,096	245,443
General public education and information dissemination on HPMP activities and new technologies	60,000	60,000
Education and awareness programmes with large end-users to promote adoption of good practices and emerging RAC technologies in air-conditioning and commercial refrigeration	50,000	50,000
Project management, monitoring, evaluation and reporting	180,000	151,387
Total	2,002,149	1,662,770

43. As a result of the agreed cost allocations, the tranche distribution for stage II of the HPMP was adjusted as shown in Table 8. The revised tranche distribution shows that the last tranche of stage II is scheduled in 2029 instead of 2030.²² Given that a reduction of 97.5 per cent of the HCFC consumption baseline will need to be achieved by 1 January 2028, most of the substantive activities need to be implemented by 2027. On this basis, in order to allow for last payments, it was agreed to have the last tranche in 2029 rather than in 2030, as usually done. While the country has committed to completely phase out HCFCs in 2030, there is a possibility that some amount may be reported in 2030 consistent with the provisions of the Montreal Protocol for the servicing tail.

Table 8. Revised tranche distribution for stage II of the HPMP for Trinidad and Tobago (US \$)

Funding	2020	2021	2022	2023	2024	2025	2026	2028	2029	Total
Original	674,458	0	0	527,283	0	600,857	0	199,550	0	2,002,149
Revised	499,006	0	0	665,008	0	0	332,504	0	166,252	1,662,770

Activities planned for the first tranche

44. The funding for the first tranche was revised as per Table 8 above. The funding for the different components was revised to include equipment support to five training kits to one technical institution, training of 15 trainers and 200 technicians on good service practices (US \$208,193), training of 240 technicians on safe use of low-GWP refrigerants and equipment support for about 115 technicians for good service practices and safe use of HCFC-free alternatives (US \$196,652), technical assessment of refrigerant recovery programme including one consultation workshop on implementation requirements (US \$6,000); one workshop for the strengthening of the certification programme and consultations on components and implementation process (US \$12,500); training of 60 customs and enforcement officers and customs clearing agents on ODS regulations, reporting requirements and prevention of illegal trade (US \$24,000); two consultative meetings

²² At its 62nd meeting, the Executive Committee requested the bilateral and implementing agencies, when preparing multi-year HPMPs, to ensure that the last tranche comprised 10 per cent of the total funding for the refrigeration servicing sector in the agreement and was scheduled for the last year of the plan (decision 62/17).

on regulations for prohibiting imports of components for HCFC-based equipment (US \$4,000); awareness programmes for RAC technicians on HPMP activities, for children and general public on HCFC phase-out and implementation of HPMP activities, one technical seminar targeted at users of HCFC-based equipment in commercial establishments, supermarkets and tourism sector on HCFC-free environment friendly technologies and development and dissemination of brochures on HPMP activities and HCFC-free technologies (US \$33,667) and project management and monitoring activities (US \$13,744).

Total project cost

45. The total cost for stage II of the HPMP amounts to US \$ 1,662,770, plus agency support costs, which includes: US \$1,511,382 for the servicing sector calculated at US \$4.80/metric kg using the estimated HCFC consumption eligible for funding of 314.87 mt, in line with decision 74/50(c)(xiii); and US \$151,387 for project management and monitoring, for the total phase-out of HCFCs in Trinidad and Tobago in 2030.

Impact of the COVID-19 pandemic on HPMP implementation

46. In 2020, the COVID-19 pandemic has affected the overall pace of implementation of business and economic activities, including HPMP activities. The Government of Trinidad and Tobago proposes to initiate implementation of stage II after its approval, as part of post-COVID-19 recovery measures, in a phased manner taking into consideration constraints on implementation of activities that involve higher levels of personal contacts and interaction, noting that the situation is expected to improve by the second quarter of 2021. The Government proposes to initiate HPMP activities for stage II (e.g., overall project planning for stage II, finalisation of quotas for HCFC imports for 2021, engaging consultants for preparing technical documents relating to training programs, equipment specifications for training equipment, formal consultations with select Government authorities), while maintaining minimum levels of personal contacts following the guidelines of national health authorities. The plan for the first tranche of stage II has already taken into account the constraints for implementation of activities in a timely manner.

Impact on the climate

47. The proposed activities in the servicing sector, which include better containment of refrigerants through training and provision of equipment, will reduce the amount of HCFC-22 used for RAC servicing. Each kilogram of HCFC-22 not emitted due to better refrigeration practices results in savings of approximately 1.8 CO₂-equivalent tonnes. Although a calculation of the impact on the climate was not included in the HPMP, the activities planned by Trinidad and Tobago, including its efforts to promote low-GWP alternative technologies, as well as refrigerant recovery and reuse, indicate that the implementation of the HPMP will reduce the emission of refrigerants into the atmosphere, resulting in climate benefits.

Co-financing

48. Co-financing would be provided by the training centres for operational aspects and maintenance of equipment in those centres. In addition, technicians who would not be able to access equipment support due to budget limitations would spend their own internal resources for managing their operations.

2020-2022 draft business plan of the Multilateral Fund

49. UNDP did not include funding for the implementation of stage II of the HPMP for Trinidad and Tobago in the business plan and informed the Secretariat that this was inadvertently missed out in the business plan.

Draft Agreement

50. A draft Agreement between the Government of Trinidad and Tobago and the Executive Committee for the phase-out of HCFCs in stage II of the HPMP is contained in Annex I to the present document.

RECOMMENDATION

51. The Executive Committee may wish to consider:

- a. Approving, in principle, stage II of the HCFC phase-out management plan (HPMP) for Trinidad and Tobago for the period from 2020 to 2030 for the complete phase-out of HCFC consumption, in the amount of US \$ 1,662,770, plus agency support costs of US \$116,376 for UNDP, on the understanding that no more funding would be provided from the Multilateral Fund for the phase-out of HCFCs;
- b. Noting the commitment of the Government of Trinidad and Tobago to reduce HCFC consumption by 38 per cent of the country's baseline by 1 January 2021, 67.5 per cent by 1 January 2025, 97.5 per cent by 2028 and completely phase out HCFCs by 1 January 2030, and that HCFCs would not be imported after that date, except for the allowance for a servicing tail between 2030–2040 where required, and consistent with the provisions of the Montreal Protocol;
- c. Further noting that the Government of Trinidad and Tobago would implement regulations to prohibit import of components for HCFC-based equipment by 1 January 2025, after necessary national consultations;
- d. Deducting
- e. 0 ODP tonnes of HCFCs from the remaining HCFC consumption eligible for funding;
- f. Approving the draft Agreement between the Government of Trinidad and Tobago and the Executive Committee for the reduction in consumption of HCFCs, in accordance with stage II of the HPMP, contained in Annex I to the present document; and
- g. Approving the first tranche of stage II of the HPMP for Trinidad and Tobago, and the corresponding tranche implementation plan, in the amount of US \$499,006, plus agency support costs of US \$34,913 for UNDP.

Annex 2.

**Agreement between the
Government of Republic
Trinidad and Tobago and
the Executive Committee of
the Multilateral Fund for the
elimination of HCFCs**

Annex II

DRAFT AGREEMENT BETWEEN THE GOVERNMENT OF TRINIDAD AND TOBAGO AND THE EXECUTIVE COMMITTEE OF THE MULTILATERAL FUND FOR THE REDUCTION IN CONSUMPTION OF HYDROCHLOROFLUOROCARBONS IN ACCORDANCE WITH STAGE II OF THE HCFC PHASE-OUT MANAGEMENT PLAN

Purpose

1. This Agreement represents the understanding of the Government of Trinidad and Tobago (the “Country”) and the Executive Committee with respect to the reduction of controlled use of the ozone-depleting substances (ODS) set out in Appendix 1-A (“The Substances”) to a sustained level of zero ODP tonnes by 1 January 2030 in compliance with Montreal Protocol schedule.
2. The Country agrees to meet the annual consumption limits of the Substances as set out in row 1.2 of Appendix 2-A (“The Targets, and Funding”) in this Agreement as well as in the Montreal Protocol reduction schedule for all Substances mentioned in Appendix 1-A. The Country accepts that, by its acceptance of this Agreement and performance by the Executive Committee of its funding obligations described in paragraph 3, it is precluded from applying for or receiving further funding from the Multilateral Fund in respect to any consumption of the Substances that exceeds the level defined in row 1.2 of Appendix 2-A as the final reduction step under this Agreement for all of the Substances specified in Appendix 1-A, and in respect to any consumption of each of the Substances that exceeds the level defined in rows 4.1.3 and 4.2.3 (remaining consumption eligible for funding).
3. Subject to compliance by the Country with its obligations set out in this Agreement, the Executive Committee agrees, in principle, to provide the funding set out in row 3.1 of Appendix 2-A to the Country. The Executive Committee will, in principle, provide this funding at the Executive Committee meetings specified in Appendix 3-A (“Funding Approval Schedule”).
4. The Country agrees to implement this Agreement in accordance with the stage II of the HCFC phase-out management plan (HPMP) approved (“the Plan”). In accordance with sub-paragraph 5(b) of this Agreement, the Country will accept independent verification of the achievement of the annual consumption limits of the Substances as set out in row 1.2 of Appendix 2-A of this Agreement. The aforementioned verification will be commissioned by the relevant bilateral or implementing agency.

Conditions for funding release

5. The Executive Committee will only provide the Funding in accordance with the Funding Approval Schedule when the Country satisfies the following conditions at least eight weeks in advance of the applicable Executive Committee meeting set out in the Funding Approval Schedule:
 - a. That the Country has met the Targets set out in row 1.2 of Appendix 2-A for all relevant years. Relevant years are all years since the year in which this Agreement was approved. Years for which there are no due country programme implementation reports at the date of the Executive Committee meeting at which the funding request is being presented are exempted;
 - b. That the meeting of these Targets has been independently verified for all relevant years, unless the Executive Committee decided that such verification would not be required;
 - c. That the Country had submitted a Tranche Implementation Report in the form of Appendix 4-A (“Format of Tranche Implementation Reports and Plans”) covering each previous calendar year; that it had achieved a significant level of implementation of activities initiated with previously approved tranches; and that the rate of disbursement of funding available from the previously approved tranche was more than 20 per cent; and
 - d. That the Country has submitted a Tranche Implementation Plan in the form of Appendix 4-A covering each calendar year until and including the year for which the funding schedule foresees the submission of the next tranche or, in case of the final tranche, until completion

of all activities foreseen.

Monitoring

6. The Country will ensure that it conducts accurate monitoring of its activities under this Agreement. The institutions set out in Appendix 5-A (“Monitoring Institutions and Roles”) will monitor and report on implementation of the activities in the previous Tranche Implementation Plans in accordance with their roles and responsibilities set out in the same appendix.

Flexibility in the reallocation of funds

7. The Executive Committee agrees that the Country may have the flexibility to reallocate part or all of the approved funds, according to the evolving circumstances to achieve the smoothest reduction of consumption and phase-out of the Substances specified in Appendix 1-A:

- a. Reallocations categorized as major changes must be documented in advance either in a Tranche Implementation Plan as foreseen in sub-paragraph 5(d) above, or as a revision to an existing Tranche Implementation Plan to be submitted eight weeks prior to any meeting of the Executive Committee, for its approval. Major changes would relate to:
 - i. Issues potentially concerning the rules and policies of the Multilateral Fund;
 - ii. Changes which would modify any clause of this Agreement;
 - iii. Changes in the annual levels of funding allocated to individual bilateral or implementing agencies for the different tranches;
 - iv. Provision of funding for activities not included in the current endorsed Tranche Implementation Plan, or removal of an activity in the Tranche Implementation Plan, with a cost greater than 30 per cent of the total cost of the last approved tranche; and
 - v. Changes in alternative technologies, on the understanding that any submission for such a request would identify the associated incremental costs, the potential impact to the climate, and any differences in ODP tonnes to be phased out if applicable, as well as confirm that the Country agrees that potential savings related to the change of technology would decrease the overall funding level under this Agreement accordingly;
- b. Reallocations not categorized as major changes may be incorporated in the approved Tranche Implementation Plan, under implementation at the time, and reported to the Executive Committee in the subsequent Tranche Implementation Report; and
- c. Any remaining funds held by the bilateral or implementing agencies or the Country under the Plan will be returned to the Multilateral Fund upon completion of the last tranche foreseen under this Agreement.

Considerations for the refrigeration servicing sector

8. Specific attention will be paid to the execution of the activities in the refrigeration servicing sector included in the Plan, in particular:

- a. The Country would use the flexibility available under this Agreement to address specific needs that might arise during project implementation; and
- b. The Country and relevant bilateral and/or implementing agencies would take into consideration relevant decisions on the refrigeration servicing sector during the

implementation of the Plan.

Bilateral and implementing agencies

9. The Country agrees to assume overall responsibility for the management and implementation of this Agreement and of all activities undertaken by it or on its behalf to fulfil the obligations under this Agreement. UNDP has agreed to be the lead implementing agency (the “Lead IA”) in respect of the Country’s activities under this Agreement. The Country agrees to evaluations, which might be carried out under the monitoring and evaluation work programmes of the Multilateral Fund or under the evaluation programme of the Lead IA taking part in this Agreement.

10. The Lead IA will be responsible for ensuring co-ordinated planning, implementation and reporting of all activities under this Agreement, including but not limited to independent verification as per sub-paragraph 5(b). The role of the Lead IA is contained in Appendix 6-A. The Executive Committee agrees, in principle, to provide the Lead IA with the fees set out in row 2.2 of Appendix 2-A.

Non-compliance with the Agreement

11. Should the Country, for any reason, not meet the Targets for the elimination of the Substances set out in row 1.2 of Appendix 2-A or otherwise does not comply with this Agreement, then the Country agrees that it will not be entitled to the Funding in accordance with the Funding Approval Schedule. At the discretion of the Executive Committee, funding will be reinstated according to a revised Funding Approval Schedule determined by the Executive Committee after the Country has demonstrated that it has satisfied all of its obligations that were due to be met prior to receipt of the next tranche of funding under the Funding Approval Schedule. The Country acknowledges that the Executive Committee may reduce the amount of the Funding by the amount set out in Appendix 7-A (“Reductions in Funding for Failure to Comply”) in respect of each ODP kg of reductions in consumption not achieved in any one year. The Executive Committee will discuss each specific case in which the Country did not comply with this Agreement, and take related decisions. Once decisions are taken, the specific case of non-compliance with this Agreement will not be an impediment for the provision of funding for future tranches as per paragraph 5 above.

12. The Funding of this Agreement will not be modified on the basis of any future Executive Committee decisions that may affect the funding of any other consumption sector projects or any other related activities in the Country.

13. The Country will comply with any reasonable request of the Executive Committee and the Lead IA to facilitate implementation of this Agreement. In particular, it will provide the Lead IA with access to the information necessary to verify compliance with this Agreement.

Date of completion

14. The completion of the Plan and the associated Agreement will take place at the end of the year following the last year for which a maximum allowable total consumption level has been specified in Appendix 2-A. Should at that time there still be activities that are outstanding, and which were foreseen in the last Tranche Implementation Plan and its subsequent revisions as per sub-paragraph 5(d) and paragraph 7, the completion of the Plan will be delayed until the end of the year following the implementation of the remaining activities. The reporting requirements as per sub-paragraphs 1(a), 1(b), 1(d), and 1(e) of Appendix 4-A will continue until the time of the completion of the Plan unless otherwise specified by the Executive Committee.

Validity

15. All of the conditions set out in this Agreement are undertaken solely within the context of the Montreal Protocol and as specified in this Agreement. All terms used in this Agreement have the meaning ascribed to them in the Montreal Protocol unless otherwise defined herein.

16. This Agreement may be modified or terminated only by mutual written agreement of the Country and the Executive Committee of the Multilateral Fund.

APPENDICES

APPENDIX 1-A: THE SUBSTANCES

Substance	Annex	Group	Starting point for aggregate reductions in consumption (ODP tonnes)
HCFC-22	C	I	43.10
HCFC-123	C	I	0.10
HCFC-124	C	I	0.50
HCFC-141b	C	I	2.30
Total	C	I	46.00

APPENDIX 2-A: THE TARGETS, AND FUNDING

Row	Particulars	2020	2021-2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
1.1	Montreal Protocol reduction schedule of Annex C, Group I substances (ODP tonnes)	29.90	29.90	29.90	29.90	15.00	15.00	15.00	15.00	15.00	0.00	n/a
1.2	Maximum allowable total consumption of Annex C, Group I substances (ODP tonnes)	28.50	28.50	28.50	28.50	15.00	15.00	15.00	1.15	1.15	0.00	n/a
2.1	Lead IA (UNDP) agreed funding (US \$)	499,006	0	665,008	0	0	332,504	0	0	166,252	0	1,662,770
2.2	Support costs for Lead IA (US \$)	34,913	0	46,551	0	0	23,275	0	0	11,638	0	116,376
3.1	Total agreed funding (US \$)	499,006	0	665,008	0	0	332,504	0	0	166,252	0	1,662,770
3.2	Total support costs (US \$)	34,913	0	46,551	0	0	23,275	0	0	11,638	0	116,376
3.3	Total agreed costs (US \$)	533,669	0	711,559	0	0	355,779	0	0	177,890	0	1,778,896
4.1.1	Total phase-out of HCFC-22, HCFC-123, HCFC-124 agreed to be achieved under this Agreement (ODP tonnes)											28.30
4.1.2	Phase-out of HCFCs to be achieved in the previous stage (ODP tonnes)											15.40
4.1.3	Remaining eligible consumption for HCFCs mentioned in 4.1.1 (ODP tonnes)											0.00
4.2.1	Total phase-out of HCFC-141b agreed to be achieved under this agreement (ODP tonnes)											0.00
4.2.2	Phase-out of HCFC-141b to be achieved in the previous stage (ODP tonnes)											2.30
4.2.3	Remaining eligible consumption for HCFC-141b (ODP tonnes)											0.00

*Date of completion of stage I as per stage I Agreement: 31 December 2021

APPENDIX 3-A: FUNDING APPROVAL SCHEDULE

1. Funding for the future tranches will be considered for approval no later than the second meeting of the year specified in Appendix 2-A.

APPENDIX 4-A: FORMAT OF TRANCHE IMPLEMENTATION REPORTS AND PLANS

1. The submission of the Tranche Implementation Report and Plans for each tranche request will consist of five parts:

- a. A narrative report, with data provided by tranche, describing the progress achieved since the previous report, reflecting the situation of the Country in regard to phase-out of the Substances, how the different activities contribute to it, and how they relate to each other. The report should include the amount of ODS phased out as a direct result from the implementation of activities, by substance, and the alternative technology used and the related phase-in of alternatives, to allow the Secretariat to provide to the Executive Committee information about the resulting change in climate relevant emissions. The report should

further highlight successes, experiences, and challenges related to the different activities included in the Plan, reflecting any changes in the circumstances in the Country, and providing other relevant information. The report should also include information on and justification for any changes vis-à-vis the previously submitted Tranche Implementation Plan(s), such as delays, uses of the flexibility for reallocation of funds during implementation of a tranche, as provided for in paragraph 7 of this Agreement, or other changes;

- b. An independent verification report of the Plan results and the consumption of the Substances, as per sub-paragraph 5(b) of the Agreement. If not decided otherwise by the Executive Committee, such a verification has to be provided together with each tranche request and will have to provide verification of the consumption for all relevant years as specified in sub-paragraph 5(a) of the Agreement for which a verification report has not yet been acknowledged by the Committee;
- c. A written description of the activities to be undertaken during the period covered by the requested tranche, highlighting implementation milestones, the time of completion and the interdependence of the activities, and taking into account experiences made and progress achieved in the implementation of earlier tranches; the data in the plan will be provided by calendar year. The description should also include a reference to the overall Plan and progress achieved, as well as any possible changes to the overall Plan that are foreseen. The description should also specify and explain in detail such changes to the overall plan. This description of future activities can be submitted as a part of the same document as the narrative report under sub-paragraph (b) above;
- d. A set of quantitative information for all Tranche Implementation Reports and Plans, submitted through an online database; and
- e. An Executive Summary of about five paragraphs, summarizing the information of the above sub-paragraphs 1(a) to 1(d).

2. In the event that in a particular year two stages of the HPMP are being implemented in parallel, the following considerations should be taken in preparing the Tranche Implementation Reports and Plans:

The Tranche Implementation Reports and Plans referred to as part of this Agreement, will exclusively refer to activities and funds covered by this Agreement; and

If the stages under implementation have different HCFC consumption targets under Appendix 2-A of each Agreement in a particular year, the lower HCFC consumption target will be used as reference for compliance with these Agreements and will be the basis for the independent verification.

APPENDIX 5-A: MONITORING INSTITUTIONS AND ROLES

1. The entity of the implementation of the Montreal Protocol in Trinidad and Tobago is the Ministry of Planning and Development, through the national ozone unit (NOU). The responsibilities of the NOU are designing and proposing all the policy measures, including adjustments to the current regulations, coordination with other stakeholders, institutions and relevant sectors involved in the implementation of the Protocol; following up on all the programmes and projects and preparation of reports including relevant reports to the Ministry and Secretariats of the Montreal Protocol.

2. The monitoring activities related to the Plan will be carried out by the NOU with project management staff and support staff; all projects under the Plan will be planned, coordinated and monitored by the technical staff under the direct supervision of the NOU. The NOU and the technical staff would also collaborate closely with technical experts/consultants on service sector activities specifically relating to training and capacity building for minimizing use of HCFCs and safe adoption of alternatives, and regulations enforcement. The NOU will also provide support for reporting progress in a timely manner to the Executive Committee, overall

coordination of verification activities and regular monitoring of market developments and technology trends at the national and international levels.

APPENDIX 6-A: ROLE OF THE LEAD-IMPLEMENTING AGENCY

1. The Lead IA will be responsible for a range of activities, including at least the following:
 - Ensuring performance and financial verification in accordance with this Agreement and with its specific internal procedures and requirements as set out in the Country's HPMP;
 - Assisting the Country in preparation of the Tranche Implementation Reports and Plans as per Appendix 4-A;
 - Providing independent verification to the Executive Committee that the Targets have been met and associated tranche activities have been completed as indicated in the Tranche Implementation Plan consistent with Appendix 4-A;
 - Ensuring that the experiences and progress is reflected in updates of the overall plan and in future Tranche Implementation Plans consistent with sub-paragraphs 1(c) and 1(d) of Appendix 4-A;
 - Fulfilling the reporting requirements for the Tranche Implementation Reports and Plans and the overall plan as specified in Appendix 4-A for submission to the Executive Committee;
 - In the event that the last funding tranche is requested one or more years prior to the last year for which a consumption target had been established, annual tranche implementation reports and, where applicable, verification reports on the current stage of the Plan should be submitted until all activities foreseen had been completed and HCFC consumption targets had been met;
 - Ensuring that appropriate independent technical experts carry out the technical reviews;
 - Carrying out required supervision missions;
 - Ensuring the presence of an operating mechanism to allow effective, transparent implementation of the Tranche Implementation Plan and accurate data reporting;
 - In case of reductions in funding for failure to comply in accordance with paragraph 11 of the Agreement, to determine, in consultation with the Country the allocation of the reductions to the different budget items and to the funding of the Lead IA;
 - Ensuring that disbursements made to the Country are based on the use of the indicators;
 - Providing assistance with policy, management and technical support when required; and
 - Timely releasing funds to the Country/participating enterprises for completing the activities related to the project.
2. After consultation with the Country and taking into account any views expressed, the Lead IA will select and mandate an independent entity to carry out the verification of the HPMP results and the consumption of the Substances mentioned in Appendix 1-A, as per sub-paragraph 5(b) of the Agreement and sub-paragraph 1(b) of Appendix 4-A.

APPENDIX 7-A: REDUCTIONS IN FUNDING FOR FAILURE TO COMPLY

1. In accordance with paragraph 11 of the Agreement, the amount of funding provided may be reduced by US \$192.4 per ODP kg of consumption beyond the level defined in row 1.2 of Appendix 2-A for each year

in which the target specified in row 1.2 of Appendix 2-A has not been met, on the understanding that the maximum funding reduction would not exceed the funding level of the tranche being requested. Additional measures might be considered in cases where non-compliance extends for two consecutive years.

2. In the event that the penalty needs to be applied for a year in which there are two Agreements in force (two stages of the HPMP being implemented in parallel) with different penalty levels, the application of the penalty will be determined on a case-by-case basis taking into consideration the specific sectors that lead to the non-compliance. If it is not possible to determine a sector, or both stages are addressing the same sector, the penalty level to be applied would be the largest.

Annex 3.
Social and Environmental
Screening Procedure
(SESP)

ANNEX III. SOCIAL AND ENVIRONMENTAL SCREENING PROCEDURES

Project information

Project information	
1. Project title	Phase II HPMP for Trinidad & Tobago
2. Project number	TBD
3. Location (world/region/country)	Trinidad & Tobago

Part A. Integration of general principles to strengthen social and environmental sustainability

QUESTION 1: How does the project integrate the global principles in order to strengthen social and environmental sustainability?

Briefly describe in the space below how the project incorporates the human rights-based approach²³

The project will promote the dissemination of information and training activities to technicians and end-users on the availability of new substances and technologies to replace HCFCs, therefore promoting the strengthening of the refrigeration and air conditioning sector, which is critical to the productivity of other sectors and ultimately to a large number of the Trinidad & Tobago population, allowing for more appropriate living conditions.

In the space below, briefly describe how the project aims to improve gender equality and women's empowerment

The project's activities consist mainly of transferring new knowledge, tools, and techniques to the service sector (RAC equipment used in multiple economic sectors). In this context, although the donor does not establish specific gender requirements, efforts will be made to integrate it into project activities where possible, further

²³ The UN Declaration on the Common Interpretation of Human Rights-Based Approaches to Development Cooperation and Programming (the Common Interpretation) seeks to ensure that UN agencies, funds and programmes apply a coherent human rights-based approach to common global and regional programming processes, and especially at the country level, in relation to the CCA and UNCITRAL. According to the common interpretation:

- All cooperation, policy and technical assistance programmes for development should promote the realization of human rights as set out in the Universal Declaration of Human Rights and other international instruments related to the subject.
- The human rights standards that are part of the Universal Declaration of Human Rights and other related instruments, and the principles emanating from them, guide all development cooperation and programming in all sectors and at all stages of the process.
- Development cooperation contributes to the formation of the capacities of "rights guarantors" to fulfil their obligations and/or "right holders", to claim them.

See more at <http://hrbportal.org/the-human-rights-based-approach-to-development-cooperation-towards-a-common-understanding-among-un-agencies>.

promoting women's participation in consultation meetings and decision-making. Gender inequalities will be addressed in terms of access to training in the network of equipment service centres and vocational schools.

Briefly describe in the space below how the project incorporates environmental sustainability

The project has a clear environmental component, as the focus is on eliminating HCFCs through training and technical support activities. This is in line with the country's national and international commitments and agreements as well as targeting sustainable development.

Part B. Identification and management of social and environmental risks

<p>QUESTION 2: What are the possible Social and Environmental risks? <i>Note: Briefly describe the possible social and environmental risks identified in Annex 1 – Social and Environmental Risk Screening Checklist (based on affirmative responses (Yes)).</i></p>	<p>QUESTION 3: What is the level of importance of possible social and environmental risks? <i>Note: Answer the questions 4 and 5 below before moving on to question 5</i></p>			<p>QUESTION 6: What social and environmental assessment and management measures have been taken and/or are required to address potential risks (for risks of moderate to high importance)?</p>
<p>Description of risk</p>	<p>Impact and probability (1-5)</p>	<p>Significance (low, moderate, high)</p>	<p>Comments</p>	<p>Description of evaluation and management measures as reflected in the project design. If an SEIA or SESP is required, keep in mind that you should consider all possible impacts and risks.</p>
<p>Risk 1: Pollution Prevention and Resource Efficiency. Release into the atmosphere of hydrochlorofluorocarbons (HCFCs) and handling of flammable substances.</p>	<p>I = 3 P = 3</p>	<p>Low</p>	<p>During the maintenance and repair processes of air conditioning and cooling equipment, good practices are essential to prevent ventilation into the atmosphere of HCFCs or other ODS, as well as to take basic precautions in handling flammable substances, which would affect ozone depletion and the personal safety of technicians.</p>	<p>Training and technical training courses are aimed at providing specific knowledge on the proper handling of ODS to prevent them from escaping into the atmosphere, as well as the necessary precautions to avoid the risk of explosions.</p>

QUESTION 4: What is the overall categorization of project risk?		
Check the appropriate box below.		Comments
<i>Low risk</i>	<input checked="" type="checkbox"/>	Minimal environmental and social risks related to this Project have been identified
<i>Moderate risk</i>	<input type="checkbox"/>	
<i>High risk</i>	<input type="checkbox"/>	
QUESTION 5: Based on identified risks and their categorization, what are the relevant SES requirements?		
Check all that apply.		Comments
<i>Principle 1: Human rights</i>	n/a	None required
<i>Principle 2: Gender Equity and Women's Empowerment</i>	n/a	None required
<i>1. Biodiversity conservation and natural resource management</i>	n/a	None required
<i>2. Climate change mitigation and adaptation</i>	n/a	None required
<i>3. Community safety and health and working conditions</i>	n/a	None required
<i>4. Cultural heritage</i>	n/a	None required
<i>5. Displacement and resettlement</i>	n/a	None required
<i>6. Indigenous peoples</i>	n/a	None required

	7.Pollution prevention and efficient use of resources	X	Avoid the improper handling of equipment that may lead to accidental emissions of HCFCs into the atmosphere
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Final approval

Signature	Date	Description
QA Assessor		UNDP staff member responsible for the Project, typically a UNDP Programme Officer. Final signature confirms they have “checked” to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have “cleared” the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases, PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks	
Principles 1: Human Rights	Answer (Yes/No)
1. Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2. Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ²⁴	No
3. Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4. Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5. Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6. Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7. Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8. Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment	
1. Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2. Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3. Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4. Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below	
Standard 1: Biodiversity Conservation and Sustainable <u>Natural</u> Resource Management	
1.1 Would the Project potentially cause adverse impacts to habitats (e.g., modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2 Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g., nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No

²⁴ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national, social, or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g., collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
1.1	Will the proposed Project result in significant ²⁵ greenhouse gas emissions or may exacerbate climate change?	No
1.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
1.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g., explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g., dams, roads, buildings)?	No

²⁵ In regard to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

3.4	Would failure of structural elements of the Project pose risks to communities? (e.g., collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g., from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labour standards (i.e., principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g., due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g., knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ²⁶	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community-based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)?	No
<p><i>If the answer to the screening question 6.3 is “yes” the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i></p>		

²⁶ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Is there a possibility of forced evictions or the total or partial economic or physical displacement of indigenous peoples, including through restrictions on access to land, territories and resources?	No
6.6	Will the project adversely affect the development priorities of indigenous peoples, as they define them?	No
6.7	6.7 Could the project affect traditional life forms and the physical and cultural survival of indigenous peoples?	No
6.8	6.8 Could the project affect the cultural heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution prevention and efficient use of resources		
7.1	Could the project result in the emission of pollutants into the environment due to routine and non-routine circumstances, with the potential to cause local, regional and/or cross-border adverse impacts?	Yes
7.2	Could the proposed project result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Could the proposed project involve the manufacture, marketing, release and/or use of hazardous chemicals and/or materials? Does the project propose the use of internationally banned chemicals or materials or subject to phase-out processes? For example, DDT, PCB and other chemicals that are included in international conventions such as the Stockholm Convention on Persistent Organic Pollutants and or the Montreal Protocol.	Yes
7.4	Does the proposed project involve the application of pesticides that may have negative effects on the environment or human health?	No
7.5	Does the project include activities that require the consumption of considerable quantities of raw materials, energy and/or water?	No

Annex 4.

Guide for Project Preparation for Stage II of HCFC Phase-Out Management Plans

(Updated, February 2020)

**MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL**

Inter-agency Coordination Meeting
Montreal, 25 - 27 February 2020

MLF/IACM.2020/1/14

18 February 2020

**GUIDE FOR PROJECT PREPARATION FOR STAGE II OF
HCFC PHASE-OUT MANAGEMENT PLANS**

(UPDATED, FEBRUARY 2020)

Background

1. At the 71st meeting, the Executive Committee agreed to guidelines for funding the preparation of stage II of the HCFC phase-out management plans (HPMPs) for Article 5 countries (decision 71/42). The main purpose of this guide (the Guide) is to provide bilateral and implementing agencies with assistance to ensure that the submission of requests for project preparation (PRP) for stage II of HPMPs contains information required by the Executive Committee to enable approval of the request.
2. This Guide has been developed based on the previous experience of the Multilateral Fund in reviewing requests for PRP for stage I of HPMPs and other national phase-out plans. It takes into account all policies and decisions of the Multilateral Fund, with a special emphasis on decisions adopted by the Executive Committee subsequent to the accelerated phase-out schedule for HCFCs as agreed by the Nineteenth Meeting of the Parties in 2007. The Guide will be periodically revised when new guidelines are agreed upon by the Executive Committee.

Requirements for submission of stage II PRP requests

When to submit a PRP request for stage II

3. Decision 71/42(b) indicates that “requests for project preparation funding for stage II of a country’s HPMP could be submitted no earlier than two years before the end date of the approved stage I of its HPMP as contained in paragraph 1 of its Agreement with the Executive Committee, unless otherwise indicated in the decision of the Executive Committee approving stage I of its HPMP”. For example, if a country’s stage I of its HPMP ends in 2020, the PRP funding request for stage II could be submitted to the first meeting in 2018.
4. For those countries where their stage I HPMP was approved with a specific clause indicating, inter alia, that “the approval of stage I of the HPMP did not preclude [country] from submitting, prior to [a specific date], a proposal to achieve phase-out of HCFCs beyond that addressed in stage I of the HPMP”, they could submit the PRP funding requests to the meeting closest to the date when they are allowed to do so (e.g., in 2018 for 2019).
5. All PRP funding requests have to be submitted as part of each bilateral/implementing agency’s work programme/work programme amendments, on the 8-week deadline for submission.

Prerequisites for submission

6. The funding requests for project preparation for stage II of the HPMP should include the following:
 - a. An official endorsement letter from the Government concerned, which shall indicate among others, the lead agency for implementation and the cooperating agency if any. Any submission without an endorsement letter will not be considered as an official submission, and therefore, will not be reviewed; and
 - b. A written confirmation that any balances from previous PRP funding approved for stage I of the HPMP had been/will be returned to the Multilateral Fund, specifically mentioning at which meeting this had taken place/will take place.²⁷

²⁷ Decision 71/42(i).

Information required to support PRP funding request

7. The overall HPMP consists of two main parts: the overarching strategy, and the sector plans/investment projects necessary to support phase-out in the manufacturing sector and/or servicing sector. The format for submission of project preparation requests attached in Annex I to the present guide should be used for submission. It is expected that the following information be provided to support the PRP funding request:
- a. A description of the current progress in implementation of the overall stage I of the HPMP to demonstrate that substantial progress had been made, supported with both quantitative and qualitative data (two to three paragraphs);
 - b. For the overarching strategy (one page, plus a table):
 - i. A brief overview of the current HCFC consumption by substance and distribution by sector/sub-sector, with a short analysis and explanation of the consumption trend (i.e., increasing or decreasing). The remaining consumption eligible for funding should also be provided (this information is available from Appendix 2-A: The Targets, and Funding, of the Agreement between the Executive Committee and the country when their stage I HPMP was approved);
 - ii. A description of the information that needs to be gathered and updated, as well as an explanation of why this had not been undertaken during the preparation of stage I;
 - iii. An indication of the activities that need to be undertaken for PRP. Each activity (e.g., surveys, consultation meetings) has to be described briefly, taking into account what had been completed in stage I, and why a new or similar activity is required to develop the strategy for stage II. The costs for undertaking such activities should also be provided in a table;
 - iv. An indication/confirmation of the Montreal Protocol compliance target (e.g., 35 or 67.5 per cent) that the country will meet in stage II;
 - v. A statement, where possible, on how activities related to implementation of the Kigali Amendment to phase down HFCs will be considered during the preparation of stage II of the HPMP; and
 - vi. A confirmation that due consideration would be given to the gender policy of the Multilateral Fund during project preparation. Annexes II and III provide a checklist that may be used for this purpose, and a table providing potential indicators that may be used during the implementation.
 - c. For PRP funding request for investment projects (one page):
 - i. An indication of the number of enterprises for which funding is being sought, date of establishment of each enterprise, HCFC consumption of the enterprises/sector for at least three years, and approximate ODP tonnes phase-out to be achieved by the investment project;
 - ii. In cases where the information at the enterprise level had already been collected as part of stage I of the HPMP (i.e., PRP for the sector had already been provided

as part of stage I) but had not been submitted or approved for funding, the information in paragraph(c)(i) above should be provided, along with an explanation why additional project preparation funding was required; and

- iii. A list of activities that would be undertaken to develop a project proposal for the conversion of the enterprise with the corresponding costs should be provided;
- d. For PRP funding request using the regional approach, the information required in paragraph 7(b) above needs to be provided. Sufficient information on the consumption at the country level/region should be presented and a justification of why the regional approach was considered the best option to phase out HCFCs in that specific region.

Who may submit PRP funding requests

- 8. Any bilateral or implementing agency which has been designated as lead agency for HPMP implementation by an Article 5 country may submit a PRP funding request. In cases where one or more agencies are working together to assist a country in preparing and implementing stage II of its HPMP, the official endorsement letter from the Government should clearly indicate the division of tasks among the agencies, along with how the PRP funding would be distributed between the agencies.

Levels of funding for PRP for stage II of HPMPs

- 9. Decision 71/42(d) provides the funding levels for PRP for stage II of HPMPs for individual countries, as follows:

Funding (US \$)	Remaining eligible consumption (ODP tonnes)
30,000	0-5.0
40,000	5.1-10
60,000	10.1-50
70,000	50.1-100
90,000	100.1-1,500
To be determined on a case-by-case basis	1,501 and up

- 10. Funding for the preparation of stage II of any regional HPMPs would be considered on a case-by-case basis.
- 11. Additional funding could be requested for the preparation of projects in the manufacturing sector that had not been addressed in stage I of their HPMPs, and will be provided (based on their remaining eligible consumption and decision 56/16(d) and (f)), as follows:

Number of enterprises	Funding (US \$)
1	30,000
2	60,000
3 -14	80,000
15 and more	150,000

12. The maximum funding to be provided for the preparation of the investment component for any country is presented in the table below:

Remaining eligible consumption (ODP tonnes)	Investment preparation limit (US \$)
Up to 100	100,000
101–300	200,000
301–500	250,000
501–1,000	300,000
1,001 and above	400,000

Annex I

**MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
HPMP PROJECT PREPARATION REQUEST FORM**
choose project type

Part I: Project Information

Project title:	Click or tap here to enter text.	
Country:	Click or tap here to enter text.	
Lead implementing agency:	(select)	
Cooperating agency (1):	(select)	Click or tap here to enter text.
Cooperating agency (2):	(select)	Click or tap here to enter text.
Cooperating agency (3):	(select)	Click or tap here to enter text.
Implementation period:	Click or tap here to enter text.	
Funding requested:		
Agency	Sector	Funding requested (US \$)*
(select)	(select)	Click or tap here to enter text.
(select)	(select)	Click or tap here to enter text.
(select)	(select)	Click or tap here to enter text.
(select)	(select)	Click or tap here to enter text.

*Details should be consistent with information provided in the relevant sections below.

Part II: Prerequisites for submission

Item	Yes	No
1. Official endorsement letter from Government specifying roles of respective agencies (where more than one IA is involved)	<input type="checkbox"/>	<input type="checkbox"/>
2. Written confirmation – balances from previous PRP funding approved for stage I HPMP had been returned / will be returned (decision 71/42(i))	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Specify meeting at which PRP funding balance had been returned/will be returned 	Click or tap here to enter text.	

A. Information required to support PRP funding (Overarching strategy)

1. Montreal Protocol compliance target to be met in <input type="checkbox"/> stage II / <input type="checkbox"/> stage III of the HPMP		
Phase-out commitment (%)		Year of commitment
<input type="checkbox"/> Servicing only		<input type="checkbox"/> Manufacturing <input type="checkbox"/> Servicing and manufacturing
2. Brief background on previous stage of the HPMP (i.e., when the HPMP was approved; a description of the progress in implementation of the previous stage of the HPMP to demonstrate that substantial progress had been made.)		
Click or tap here to enter text.		
3. Current progress in implementation of previous stage of the HPMP		
Activity	Description	Implementing agency
(select)	Click or tap here to enter text.	(select)

(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
4. Overview of current HCFC consumption in metric tonnes by substance (last three years)				
Substance	Sector	2017	2018	2019
(select)	(select)			
(select)	(select)			
(select)	(select)			
(select)	(select)			
(select)	(select)			
(select)	(select)			
(select)	(select)			
(select)	(select)			
(select)	(select)			
5. Based on the consumption data given above, please provide a description of the sector/sub-sector that use HCFCs in the country, including a short analysis and explanation of the consumption trends (i.e., increasing or decreasing)				
Click or tap here to enter text.				
6. Description of information that needs to be gathered and updated. Explain why this has not been undertaken during preparation for the previous stage of the HPMP.				
Information needed	Description	Agency		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
(select)	Click or tap here to enter text.	(select)		
7. Activities to be undertaken for project preparation and funding				
Activity	Indicative funding (US \$)	Agency		
Click or tap here to enter text.		(select)		
Click or tap here to enter text.		(select)		
Click or tap here to enter text.		(select)		
Click or tap here to enter text.		(select)		
Click or tap here to enter text.		(select)		
TOTAL				
8. How will activities related to implementation of the Kigali Amendment to phase down HFCs be considered during project preparation for stage II of the HPMP?				
Click or tap here to enter text.				
9. How will the Multilateral Fund gender policy be considered during project preparation?				
Click or tap here to enter text.				

B. Information required for PRP funding request for investment projects as part of the HPMP

1. Agency:		(select)			
2. Sector:		(select)			
3. HCFC consumption in item #2 reported under country programme (CP) data?		<input type="checkbox"/> Yes, please specify reported amount and year: <input type="checkbox"/> No			
4. Information on remaining eligible consumption					
Substance		Remaining eligible consumption (ODP tonnes)			
(select)					
(select)					
(select)					
5. Information on enterprise(s) for which funding is being sought					
Enterprise	Year established	HCFC consumption (ODP tonnes) (last three years)			HCFC phase-out to be achieved
		2017	2018	2019	
6. Activities to be undertaken for preparation of the investment project and funding requested					
Activity		Indicative funding (US \$)			
Click or tap here to enter text.					
Click or tap here to enter text.					
Click or tap here to enter text.					
Click or tap here to enter text.					
Click or tap here to enter text.					
Click or tap here to enter text.					
TOTAL					

Annex II¹

GENDER MAINSTREAMING CHECKLIST FOR PROJECTS

Project component	Question	Answer		
		Yes	No	Partially
Project preparation	Does the project concept include consideration of (a) the different situations of women and men, and (b) the impacts the project will have on these different societal groups?	X		
	Does the project explicitly address one or more of the identified gender issues/ gender-differentiated project impacts? Please describe how, and if not provide an explanation.	X		
Data and statistics	Where applicable, does the project require the collection of sex-disaggregated data and qualitative information to analyze and track gender issues?	X		
Results framework	Are outcomes, outputs and activities designed to meet the different needs and priorities of women and men?	X		
	Does the results framework include gender responsive indicators, targets and baseline data to monitor gender equality results?			X
Budget	Has the budget taken into account allocations for the proposed gender activities (e.g., capacity building activities for female technicians)?			X
Stakeholders and participation	Are women/gender-focused Ministries, groups, associations or gender units in partner organizations consulted/included in the project?	X		
	Does the project ensure that both women and men can provide inputs, access and participate in project activities (e.g., through outreach / invitations of female technicians to participate in capacity building activities)?	X		
Gender capacities	Has a gender expert been recruited or does the project staff have gender knowledge and have gender related tasks incorporated in their job descriptions?	X		
	Will project staff and stakeholders be sensitized to gender (e.g., through completion of UN Women online training courses)?	X		
Implementation arrangement	Is there gender-balanced recruitment of project personnel and gender balanced representation in project boards and steering committees?	X		

¹ UNEP/OzL.Pro/ExCom/84/73.

Project component	Question	Answer		
		Yes	No	Partially
Monitoring and evaluation	Does the monitoring and evaluation of the project require specific reporting on gender issues and progress made to address these (quantitatively and qualitatively)?			X

LIST OF GENDER RESULTS AND INDICATORS

Result	Indicator (where applicable)
Gender-responsive human resource management (recruitment focused)	<ul style="list-style-type: none"> • Number and percentage of applications received from women and men • Number of efforts undertaken to encourage women to apply • Number of efforts undertaken to recruit women • Number and percentage of male and female consultants/experts/technical assistants etc. recruited through the project • Terms of reference (TOR) include gender competence as requirement in (yes/no) • TORs include provision that encourages women to apply (yes/no) • Gender competence was tested as part of interview/test (yes/no) • Number and percentage of women and men in recruitment panel • Number and percentage of women and men in management/leadership positions • Database with women experts established (yes/no) • Work environments are gender-friendly (yes/no) • Efforts undertaken to encourage stakeholders/partners to recruit women (yes/no) • Gender focal point for project identified (yes/no)
Documents prepared under the project are gender-responsive (e.g. policies, strategies, training materials, knowledge products)	<ul style="list-style-type: none"> • Number of gender-responsive assessments • Number of specific gender assessments • Technical reports have gender section (yes/no) • Percentage of data collected in assessments disaggregated by sex • Number and percentage of women and men interviewed in assessments • Assessment team included gender specialist (yes/no) • Number and percentage of gender-specific questions included in assessments • Number of gender references in text • Number and percentage of women and men involved in development of document • Number of associations/networks/stakeholders focusing specifically on gender equality and women's empowerment (GEWE) were consulted throughout the process • Number and percentage of graphic material in document that portrays women and men • Presented data is disaggregated by sex (yes/no) • Good gender practices and lessons learned on gender are documented (yes/no)
Gender-responsive knowledge management/dissemination	<ul style="list-style-type: none"> • Number of gender-specific content disseminated (e.g. through online platforms, events) • Number of events focusing on gender held (e.g. trainings, workshops, discussions, round tables, side events at conferences) • Number of women and men that received/accessed information

²⁹ UNEP/OzL.Pro/ExCom/84/73.

Result	Indicator (where applicable)
Gender-responsive capacity building (for gender-responsive training see above)	<ul style="list-style-type: none"> • Number and percentage of male and female participants • Number and percentage of trainings for gender issues • Number and percentage of trainings that include targeted session on gender • Number and percentage of trainings undertaken in collaboration with gender focal points/gender experts'/gender departments • percentage of time dedicated to gender in trainings • Number and percentage of women presenting in trainings • Data presented in trainings is disaggregated by sex (yes/no) • Trainers have gender competence (yes/no) • Gender specialist involved in preparation of training and information material (yes/no) • Training/information material is gender-sensitive (yes/no)
Work environments are gender-friendly	<ul style="list-style-type: none"> • Number of stakeholders (e.g., private sector partners) sensitized on the need for gender-friendly work environments • Flexible working hours possible (yes/no) • Child care facilities available at the work place (yes/no) • Separate washrooms for women and men available (yes/no) • Transport for women and men available to workplace (yes/no)
Enhanced economic empowerment of women	<ul style="list-style-type: none"> • Number and percentage of women and men in formal employment (by sector and type) • Number and percentage of women and men in leadership positions • Number and percentage of women and men trained • Number and percentage of enterprises owned by women and men • Number and percentage of enterprises managed by women and men • Evidence that perception of women's empowerment has changed (e.g. testimonies, interviews)
Enhanced understanding of GEWE among project staff / stakeholders and beneficiaries	<ul style="list-style-type: none"> • Number and percentage of staff / stakeholders / male and female beneficiaries who received training on gender • Evidence that women are more aware of their rights (e.g. through interviews/testimonies) • Evidence that men are supportive of GEWE (e.g. through interviews/testimonies)

Annex 5.

Standard letter of Agreement between UNDP and The Government of Trinidad and Tobago for the Provision of Support Services

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear PS Deoraj,

1. Reference is made to consultations between officials of the National Ozone Unit, Ministry of Planning & Development (hereinafter referred to as “the Ministry”) and officials of UNDP with respect to the provision of support services by the UNDP country office for the HCFC Phase-out Management Plan Stage 2 (HPMP Stage 2) to be managed by the Government. The latter shall be represented for the purpose of such management by the National Ozone Unit, Ministry of Planning & Development. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payments. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
 - a) Identification and/or recruitment of project and programme personnel;
 - b) Identification and facilitation of training activities;
 - c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of the Republic of Trinidad and Tobago and the United Nations Development Programme (UNDP) signed by the Parties on May 20, 1976 (the “SBAA”) *including* the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP

Ms. Randi Davis

Resident Representative, Trinidad and Tobago

Date:

For the Government

Permanent Secretary Joanne Deoraj, Ministry of Planning & Development

Date:

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the National Ozone Unit, Ministry of Planning & Development, the institution designated by the Government of Trinidad and Tobago and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project HCFC phase out management plan (HPMP).

2. In accordance with the provisions of the letter of agreement signed on [insert date of agreement] and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (USD)	Method of reimbursement of UNDP
Payment Process	For the project duration	\$12,854.66	Charged directly to project budget
Local Personnel HR and Benefits Administration and Management (one-time fee)	For the project duration	\$347.74	Charged directly to project budget
Recurrent Personnel management services (annual fee)	For the project duration	\$7,337.39	Charged directly to project budget
Consultant recruitment	For the project duration	\$8,855.45	Charged directly to project budget
Travel Management (simple)	For the project duration	\$547.13	Charged directly to project budget
Procurement process involving local CAP (and/or ITB, RFP requirements)	For the project duration	\$9,181.79	Charged directly to project budget
Procurement not involving local CAP	For the project duration	\$379.66	Charged directly to project budget
Disposal of equipment	For the project duration	\$496.18	Charged directly to project budget
Total		\$40,000.00	

4. Description of functions and responsibilities of the parties involved:

Functions and Responsibilities of UNDP:

Function	Responsibility
Payment Process	Operations / Finance

Local Personnel HR and Benefits Administration and Management (one-time fee)	Operations / HR
Recurrent Personnel management services (annual fee)	Operations / HR
Consultant recruitment	Operations / Procurement
Travel Management (simple)	Operations
Procurement process involving local CAP (and/or ITB, RFP requirements)	Operations / Procurement
Procurement not involving local CAP	Operations / Procurement
Disposal of equipment	Operations

Annex 6.

Terms of Reference for the Project Board

Background: This document presents Trinidad and Tobago's Second Stage HCFC Phase-out Management Plan to fulfil its obligation to the Montreal Protocol in relation to the reduction in consumption of HCFCs within the period from 2021 to 2030. The Government of the Republic of Trinidad and Tobago prepared the second stage of the "Phase-out Management Plan for Annex C, Group I Substances (HCFCs)" with financial support from the Multilateral Fund for the Implementation of the Montreal Protocol and technical assistance from the United Nations Development Program (UNDP) as the lead implementing agency, under the direct responsibility of the Ministry of Planning and Development of Trinidad and Tobago.

Project Governance will be through the Project Board which will be convened by the National Focal point (NFP) and will serve as the project's governance and decision-making body. The Project Board is responsible for making, by consensus, management decisions when guidance is required by the Project Manager. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Management.

Overall Objective: A Project Board will be established to oversee and to provide overall guidance to the implementation of the Project.

Roles and Responsibilities

Specifically, the PB will have the following responsibilities:

- Provide overall guidance on the project's strategic policy direction and management, including sustainability of the results;
- Monthly review and assess the project's progress based upon a pre-defined monitoring and evaluation plan, including advances made towards measurable positive impacts on the environment;
- Discuss and review strategies for improving the sustainability of environmental and social benefits and replication drafted by the PMU;
- Monitor and review co-financing delivered to the project in line with donor and UNDP requirements;
- Review and approve annual Project Reports required by UNDP;
- Annually review and approve the project's work plan and budgets, and provide strategic direction on the work plan;
- Review and approve the TORs for the final evaluation;
- Advise on appropriate mechanisms to strengthen interaction with beneficiary communities, vulnerable groups and national implementing partners;
- Review the quality of the outputs from the project against the quality criteria such as budget and time;
- Assess risks to the programme or project, and agree on management actions and resources to address them effectively; and
- Approve the establishment of technical sub committees, which can provide support to the project manager in achieving specific outcomes of the project

Membership

The PB is proposed to be made up of representatives from, *inter alia*:

- i. Ministry of Planning and Development (Environmental Policy and Planning Division, National Ozone Unit (NOU))
- ii. United Nations Development Programme County Office Trinidad and Tobago (UNDP CO TT)
- iii. Montreal Protocol Unit/ Chemicals and Waste (Panama)
- iv. Ministry of Trade and Industry (Trade Licence Unit)
- v. Ministry of Finance, Customs and Excise Division
- vi. ARIA
- vii. Ministry of Energy and Energy Industries (MEEI)
- viii. Ministry of Health (MoH)

- ix. Ministry of Agriculture, Land and Fisheries (MALF)
- x. Trinidad and Tobago Bureau of Standards (TTBS) (Laboratory Services Division)

PB meeting will be made based on the quorum (50%+1). All members must designate alternates to attend if they are not available. Additional representatives may be invited to meetings as temporary participants, as required. These invitees will not have voting or decision-making rights. Additional members can be added to the PB as appropriate and following invitation from the Chair.

Frequency of meetings: the Project Board will meet monthly. Ad hoc meetings may be convened if (i) the majority of members, submit a request for such a meeting to UNDP or (ii) at the request of the Project Management Unit, when required. The Board will be chaired by National Ozone Officer. The NOU will serve as the Secretary of the Project Board.

Modality of Meetings: the meetings can be face-to-face or online, pending developments as it relates to the COVID-19 pandemic.

Reporting: The Secretary of the Project Board will send out minutes within 10 working days.

Annex 7

Risk Log

Project Title: HCFC Phase-out Management Plan Stage II						ATLAS Award ID: 00125771		Date: 28 Oct to	
#	Description of the Risk	Date Identified	Type	Impact/Probability (scale 1 to 5 with 1 lowest)	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Worsening of the COVID-19 pandemic in Trinidad and Tobago, impairing key activities	Start of the project	<i>Environmental and Social</i>	This can have effects on implementation of the project I=3	Remote training will be explored should the COVID-pandemic situation worsen. All COVID protocols will be promoted during the project	Project Management Unit			
2	Limited uptake of alternative natural refrigerants by maintenance and servicing sector	Start of the project	<i>Operational</i>	The lack of uptake may lead to the lower rates of emissions reduction and result in delays and difficulties in implementation I=3	The project has considered strengthening and updating the regulatory framework on standards safety for these substances and other alternatives	Project Management Unit, Project Board, National Counterparts			
3	Delays caused by supply chain issues	Start of the project	<i>Operational</i>	The current global supply chain issues can create delays for importation of equipment. I=4	Plan for delays given the current global supply chain crisis	Project Management Unit			

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

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2. The UNDP country office may provide support services for assistance with reporting requirements and direct payments. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
 - a) Identification and/or recruitment of project and programme personnel;
 - b) Identification and facilitation of training activities;
 - c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of the Republic of Trinidad and Tobago and the United Nations Development Programme (UNDP) signed by the Parties on May 20, 1976 (the “SBAA”) *including* the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

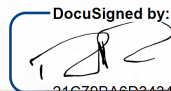
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

DocuSigned by:


21C79BA6D343447

Signed on behalf of UNDP

Ms. Randi Davis

Resident Representative, Trinidad and Tobago

Date:


For the Government

Permanent Secretary Joanne Deoraj, Ministry of Planning & Development

Date:

Attachment**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the National Ozone Unit, Ministry of Planning & Development, the institution designated by the Government of Trinidad and Tobago and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project HCFC phase out management plan (HPMP).

2. In accordance with the provisions of the letter of agreement signed on [insert date of agreement] and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (USD)	Method of reimbursement of UNDP
Payment Process	For the project duration	\$12,854.66	Charged directly to project budget
Local Personnel HR and Benefits Administration and Management (one-time fee)	For the project duration	\$347.74	Charged directly to project budget
Recurrent Personnel management services (annual fee)	For the project duration	\$7,337.39	Charged directly to project budget
Consultant recruitment	For the project duration	\$8,855.45	Charged directly to project budget
Travel Management (simple)	For the project duration	\$547.13	Charged directly to project budget
Procurement process involving local CAP (and/or ITB, RFP requirements)	For the project duration	\$9,181.79	Charged directly to project budget
Procurement not involving local CAP	For the project duration	\$379.66	Charged directly to project budget
Disposal of equipment	For the project duration	\$496.18	Charged directly to project budget
Total		\$40,000.00	

4. Description of functions and responsibilities of the parties involved:

Functions and Responsibilities of UNDP:

Function	Responsibility
Payment Process	Operations / Finance
Local Personnel HR and Benefits Administration and Management (one-time fee)	Operations / HR
Recurrent Personnel management services (annual fee)	Operations / HR
Consultant recruitment	Operations / Procurement
Travel Management (simple)	Operations
Procurement process involving local CAP (and/or ITB, RFP requirements)	Operations / Procurement
Procurement not involving local CAP	Operations / Procurement
Disposal of equipment	Operations