TERMINAL REPORT AND REQUEST FOR EXTENSION OF INSTITUTIONAL STRENGTHENING FUNDING

FOR TRINIDAD & TOBAGO

FOR 08/2021 – 03/2023

Instructions:

Please note that 1 to 15 should be completed by the country concerned before submission to the implementing agency for comments in 16.

PART I: Overview of IS project and NOU

1. Country: **Trinidad & Tobago**

2. Name of the ministry/institution where the ozone unit is attached: National Ozone Unit - Ministry of Planning and Development

3. Implementing agency: UNDP

4. Institutional strengthening (IS) project phases (approved) (list only the last two approvals[1])

Phase	Approved period (mm/yy)	Actual implementation period (dd/mm/yy)	Multilateral Fund funding (approved)	Multilateral Fund funding (disbursed)
Phase 10	1/2020-12/2021	1/2020-12/2021	May 2019	July 2019
Phase 11	12/2021-12/2023	12/2021-06/2024	November 2021	April 2022

5. IS reporting period and requested phase:

   a) Reporting period (mm/yy to mm/yy): 08/2021 – 03/2023

   b) Requested phase (indicate number): XII

   c) Funding Amount (US $): 180, 000

   d) Period of implementation for requested phase mm/yy to mm/yy: 08/2024/2027

6. Data reporting:

Reporting requirement	Most recent year reported	Date submitted
Article 7	2022	2023
Country programme data	2022	2023

7. Institutional Arrangements:

   a) Briefly describe the role and position of the National Ozone Unit (NOU) within the national government, and the integration of the Montreal Protocol implementation into the government plans[2]

[1] Decision 77/8(i)): That no more than two institutional strengthening projects should be ongoing at the same time.
[2] Decision 32/17(b)

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

The Environmental Manager, Environmental Policy and Planning Division reports to the Permanent Secretary of the Ministry which is accountable to the Minister of Planning and Development. All communications to Heads of Government agencies are sent from the office of the Permanent Secretary, originating from the Environmental Manager and the Deputy Environmental Manager.

The portfolio of National Ozone Officer is a full-time position dedicated to the implementation of the phase out of ODS and matters relating to the Montreal Protocol.

b) What is the modality of implementation of the IS project in your country?

Through an agreement or project document signed with the Implementing Agency

If other, please briefly describe modality of implementation selected above:

c) Who approves the programme of work and supervises the NOU?

National government

If other, please specify and describe below:

d) Is there a National Ozone Steering Committee (Steering Committee) or similar advisory committee in the country?

☒ YES ☐ NO

If YES, please describe the role and members of the National Ozone Steering Committee?

There is a Cabinet appointed multi stakeholder National Coordinating Committee to coordinate and guide the implementation of the Montreal Protocol inclusive of this project. The role includes:

- Coordinate and monitor the implementation of activities relating to obligations under the Montreal Protocol
- Ensure obligations of the Montreal Protocol are mainstreamed into national development
- Ensure that all phase out activities take climate benefits into consideration
- Ensure the achievement of phase out targets for all ozone depleting substances as mandated by the Montreal Protocol
- Coordinate national regulation of and controls on the import, export and use of ozone depleting substances and their alternatives
- Oversee all ozone related project activities
- Provide support for policy and legislation requirements for ODS phase out activities
- Guide the establishment of structure to the sectors involved in the Montreal Protocol through guidelines, standards and professional certification
- Generate a participatory approach in the implementation of the Montreal Protocol

If NO, please describe who advises the NOU to implement their mandate?

8. Indicate the total number staff in the NOU: 4

a) How many are funded under the IS? 2 Full time _____ Part time

b) How many are funded directly by the Government budget as regular staff? 2 Full time _____ Part time

c) Please indicate the gender composition of the NOU staff 2 Male 2 Female

d) Is the unit fully staffed? ☐ YES ☒ NO

If NO, please explain the reasons below:

Trinidad and Tobago has a very large and vibrant A/C and refrigeration sector and a large consumption of HCFC and HFCs relative to its size. In addition, the rapid changes in RAC technology, especially given the focus of the Kigali Amendment, requires the NOU to liaise very closely with the sector to ensure competency of the highest standards. As such, the work of the NOU is very voluminous and sometimes hampered by the limited human resources of the Unit. This at times requires hiring additional consultants to support delivery of the work of the Montreal Protocol. It is anticipated that this would be funded through the upcoming IS Programme.

9. Indicate the NOU/Project Management Unit (PMU) modality in the country by responding to the following:

a) Does your country have a dedicated PMU for the HPMP or other project implementation?

☒ YES ☐ NO

b) What is the role of the NOU[3] in the implementation of HPMP/other phase out or phase down plans implementation?

Supervise PMU and work plan (a)

If other, please specify and describe below:

[3] Required information from LVC countries.

Part II. Progress report and activities for requested phase

10. Please provide details on the status of the implementation of the activities approved from the current IS phase and planned activities for the requested phase. Components or elements may be indicated as n/a if it is not applicable, and if so, please include an explanation. Please add a row if necessary to include another component which reflects the national situation. Please note the specific performance indicators for each objective in Part III.

Components or elements	**Activities in current phase (XI: 10/2021 – 12/2023)**	**Achievements in current phase (XI: 10/2021 – 12/2023)**	**Planned activities in next phase (XII: 10/2023 – 12/2026)**	**Expected results for next phase**
Objective 1: Adoption/implementation of legislation and regulation to control and monitor the imports and use of Montreal Protocol controlled substances				
Amendments to national policies and regulations to include provisions required by the Kigali Amendment	Continue the procedures for the implementation of the Kigali Amendment by the Government of the Republic of Trinidad and Tobago.	Mechanisms were enabled for the implementation of the Kigali Amendment, such as the adaptation of the regulatory package for the management and control of HFCs.	Continue the procedures for the implementation of the Kigali Amendment by the Government of the Republic of Trinidad and Tobago.	Ensure continued implementation of targets under the Kigali Amendment
Effective implementation and enforcement of the licensing and quota system for all Montreal Protocol controlled substances	Continue and update quota system, monitor quota holders, allot quotas, monitor imports and exports	Adherence to quotas and national reduction targets	Continue quota system and applicable updates for compliance, monitor quota holders, allot quotas, monitor imports and exports	Adherence to quotas and national reduction targets. Quotas assigned for HFC imports. Comply with the first control measure for HFCs: Baseline freeze from 01/01/24.

Components or elements	Activities in current phase (XI: 10/2021 – 12/2023)	Achievements in current phase (XI: 10/2021 – 12/2023)	Planned activities in next phase (XII: 10/2023 – 12/2026)	Expected results for next phase
Enforcement of control measures to sustain the phase out of substances already achieved	Continue supporting ISO Certification of Enforcement Officers and Process through capacity building and training.	Continued ISO Certification and increase in capability and knowledge base of enforcement officers	Continue supporting ISO Certification of Enforcement Officers and Process through capacity building and training. Continue activities to support compliance with methyl bromide phase out for non QPS and all other ODS	Cohesive Border Control of imports and exports of MP controlled substances. Issuance of import and export licenses Successfully support compliance with methyl bromide phase out for non QPS and all other ODS
Institutional measures in place with relevant offices to effectively monitor potential illegal trade of controlled substances as applicable	Strengthen system used by Border Control Agencies in the Monitoring and Control of ODS and ODS-dependent technologies	No banned ODS entered the country - 10% of women participating in Border Control	Strengthen system used by Border Control Agencies in the Monitoring and Control of ODS and ODS-dependent technologies	Ensure that no banned ODS enter the country.
Enforcement of measures to control or ban the imports of RAC equipment or preblended polyols, if applicable	n/a	n/a	Continue the procedures for the implementation of the license system for import of RAC equipment	Ensure continued implementation of procedures for the implementation of the license system for import of RAC equipment through monitoring of the system and sensitization of border control and importers on the relevant procedures

Components or elements	Activities in current phase (XI: 10/2021 – 12/2023)	Achievements in current phase (XI: 10/2021 – 12/2023)	Planned activities in next phase (XII: 10/2023 – 12/2026)	Expected results for next phase
Ratification of Amendments to the Montreal Protocol	All Amendments to the Montreal Protocol ratified	n/a	n/a	n/a
Objective 2: Accurate and timely data collection and reporting of consumption of all Montreal Protocol controlled substances				
Monitoring customs import/export data of controlled substances	Improve monitoring of database of all substances controlled under the Montreal Protocol	Adequate Control of Substances controlled under the Montreal Protocol	Continued monitoring of database of all substances controlled under the Montreal Protocol in Trinidad and Tobago	Ensure Control of Substances controlled under the Montreal Protocol through data review
Supporting effective and timely data collection for Article 7 and Country Programme data reporting	Prepare and submit reports	Reports Submitted under Article 7 for each year of period and within deadline	Prepare and submit reports.	Timely reporting Submitted under Article 7
Supporting data reporting requirements for HFCs and blends under the Kigali Amendment and monitoring the country compliance in ODP tonnes and CO2-eq tonnes	Prepare and submit reports	Country data reports Submitted for each year of period and within deadline	Prepare and submit reports	Timely country data reporting and compliance in ODP and CO2e.
Objective 3: Efficient coordination between national agencies/stakeholders to support the objectives of the Montreal Protocol				
Establishment/enhancement of inter and intra-governmental cooperation mechanisms particularly for the implementation of the Kigali Amendment	The Cabinet Committee for the implementation of the Montreal Protocol constituted	Improved coordination of implementation of obligations under the Montreal Protocol from public and private sector Monthly meetings with stakeholders conducted	Continue coordination for management of obligations under the Montreal Protocol through The Cabinet Committee for the implementation of the Montreal Protocol.	Improved coordination of implementation of obligations under the Montreal Protocol from public and private sector

Components or elements	Activities in current phase (XI: 10/2021 – 12/2023)	Achievements in current phase (XI: 10/2021 – 12/2023)	Planned activities in next phase (XII: 10/2023 – 12/2026)	Expected results for next phase
		57% participation of women on the Committee .		
Facilitation of agreements with stakeholders and partners (i.e., RAC associations, industry, and government) to efficiently implement the Montreal Protocol projects and other requirements	Seminars Lectures Technical workshops	Improved dissemination of technical and non-technical information and improved technical skills of sector - Increased participation of woman and men in meetings and sessions.	Seminars, and Meetings with key stakeholders on Montreal Protocol implementation, including RAC Association, industry and Government agencies	Continue dissemination of technical and non-technical information and improved technical skills of sector
Objective 4: Supervision of timely implementation of HCFC phase out/HFC phase down activities and the resulting reduction in consumption of controlled substances				
Overall coordination of planned projects and expected outputs for approved and ongoing national plans	Monitor use of Continue the implementation of Stage II HPMP and KIP Continue activities to support compliance with methyl bromide phase out for non QPS and all other ODS	Successful submission of Second tranche Stage II HPMP Successfully support compliance with methyl bromide phase out for non QPS and all other ODS. Timely submission of tranche and progress reports	Continue the implementation of Stage II HPMP and the KIP	Successful meeting of targets associated with Second tranche Stage II HPMP and the KIP

Components or elements	Activities in current phase (XI: 10/2021 – 12/2023)	Achievements in current phase (XI: 10/2021 – 12/2023)	Planned activities in next phase (XII: 10/2023 – 12/2026)	Expected results for next phase
Facilitation of timely review and submission of tranches/new stages/individual projects	n/a	n/a	Conduct of quarterly meetings to review tranches/new stages/individual projects	Ensure timely submission of tranche requests and terminal reports as applicable
Establishment of clearly defined roles for project supervision and implementation and implementation, where relevant	n/a	n/a	n/a	n/a
Objective 5: Promoting awareness raising and information exchange on relevant issues of the Montreal Protocol				
Raising awareness based on assessment of information needs for the general public and for specific sectors to support implementation of Multilateral Fund projects	Continue Consultations with Stakeholders and public service announcements	Improve awareness and education on ODS and low GWP refrigerants Several public service announcements aired and disseminated.	Continue Consultations with Stakeholders and public service announcements	Continue to improve awareness and education on ODS and low GWP refrigerants
Consultation with stakeholders in development of a plan for communication and awareness	Continue information sharing through private sector awareness initiatives, and National libraries Engagement of banks, schools, training institutions and procurement officers	Technical and non-technical information shared with various stakeholders	Continue information sharing through private sector awareness initiatives, and National libraries Engagement of banks, schools, training institutions and procurement officers	Technical and non-technical information shared with various stakeholders
Organizing celebration of World Ozone Day	Public Outreach Newspaper advertisements and bulletins Consultations	Promotion of international scope of ozone issues and national efforts needed.	Public Outreach Newspaper advertisements and bulletins Consultations Celebration of the ozone day and refrigeration day in new period.	Promotion of international scope of ozone issues and national efforts needed. Awareness raised.

Components or elements	Activities in current phase (XI: 10/2021 – 12/2023)	Achievements in current phase (XI: 10/2021 – 12/2023)	Planned activities in next phase (XII: 10/2023 – 12/2026)	Expected results for next phase
	Celebration of the ozone day and refrigeration day in new period.	Newspaper advertisements, public displays and bulletins completed.		
Objective 6: Regional cooperation and participation in Montreal Protocol meetings				
Participation in the regional network meetings to provide continuity and institutional capacity building	Trinidad and Tobago to attend and actively participate at all regional and sub regional meetings.	Improved national and regional representation. Trinidad and Tobago participated at regional and sub regional meetings.	Trinidad and Tobago to attend and actively participate at all regional and sub regional meetings.	Improved national and regional representation
Encouraging country participation at Open-ended Working Group / Meeting of the Parties.	Trinidad and Tobago to attend and actively participate at all international meetings.	Improved national and regional representation. Trinidad and Tobago participated at OEWG and MOP	Trinidad and Tobago to attend and actively participate at all official international meetings.	Improved international representation
Where possible, identify specific activities for cooperation with other countries in the network region on an issue of mutual interest	n/a	n/a	Continue to encourage information sharing and project implementation for enhance capacity building for F gas alternatives	Enhanced capacity and communication channels amongst Caribbean Parties.
Objective 7: Integration of MLF gender policy in implementation of the Montreal Protocol				
Encouraging consultations with stakeholders to mainstream gender into activities of Montreal Protocol activities	n/a	n/a	Consultation with associations, networks, and/or stakeholders focusing specifically on mainstreaming	Increased gender awareness throughout the activities performed

Components or elements	Activities in current phase (XI: 10/2021 – 12/2023)	Achievements in current phase (XI: 10/2021 – 12/2023)	Planned activities in next phase (XII: 10/2023 – 12/2026)	Expected results for next phase
			gender throughout the project planning and implementation process	by the NOU of Trinidad and Tobago.
Integration of the MLF gender policy in project planning and implementation	n/a	n/a	Ensure female participation on steering committee/project board meetings	Improved female participation in project planning and implementation
Assessment of engagement from stakeholders and partners in mainstreaming gender into activities, where relevant	n/a	n/a	Sex-aggregated data on participants/presenters is collected for all meetings/trainings/workshops	Gender mainstreamed throughout the activities performed by the NOU of Trinidad and Tobago.

11. Please provide an assessment of the achievement of the objectives based on the performance indicators provided below and the activities reported in Part II. If all indicators are met the objective is achieved, if only some are met the objective is partially achieved, and if none are met the objective is not achieved.

Report on performance indicators and achievement of objectives					
Objective 1: Adoption/implementation of legislation and regulation to control and monitor Montreal Protocol controlled substances and equipment					
Indicator (where applicable)	**Assessment of indicator**				**Any remarks if applicable**
	Yes	**No**	**Ongoing**	**Not applicable**	

Report on performance indicators and achievement of objectives					
• Import control measures are in place for all controlled substances (and relevant equipment/products if applicable) as per the amendments ratified by the country • Zero reported consumption of phased out substances; and imports of controlled substances consistent with issued quotas and permits • Cooperation framework/joint activities between NOU and customs are in place • Ratification of all Montreal Protocol amendments	☒ ☒ ☒ ☒	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	IS XI targets were fully achieved.
Assessment of objective 1:					
• Participation in the inter-institutional coordination mechanisms for the timely issuance of quotas and licenses. • Quota and licensing system operational and supervised by the officers in charge. • Participation in iPIC mechanism on trade of substances controlled by the Montreal Protocol • No Entries of banned ODS into the country • Relevant legal framework in place for implementation of Kigali.	Coordination with Border Control Agencies: all licenses for Montreal Protocol Controlled substances were processed. Compliance with targets under the Montreal Protocol. 6 workshops conducted over the period for border control officers (85 officers trained - 49 women) Zero Entries of banned ODS into the country Sector Trainings: 10 sessions held (over 200 persons attending in total 24 women)				

Report on performance indicators and achievement of objectives					
Objective 2: Accurate and timely data collection and reporting of consumption of Montreal Protocol controlled substances					
Indicator (where applicable)	**Assessment of indicator**				**Any remarks if applicable**
	Yes	**No**	**Ongoing**	**Not applicable**	
• Timely submission of the CP data report by 1 May of each year	☒	☐	☐	☐	IS XI targets were fully achieved.
• Timely submission of Article 7 data report by September 30 of each year	☒	☐	☐	☐	
• Regular coordination with customs to verify and cross-check import and export quotas and licenses issued for controlled substances (indicate frequency)	☒	☐	☐	☐	
Assessment of objective 2:					
All reports Submitted under CP data report and Article 7 for each year of period and within deadline Quarterly update on import and export controls					
Objective 3: Strengthening coordination between national agencies/stakeholders to support the objectives of the Montreal Protocol					
Indicator (where applicable)	**Assessment of indicator**				**Any remarks if applicable**
	Yes	**No**	**Ongoing**	**Not applicable**	
• Inter-ministerial coordination mechanism is established to harmonize domestic policy decisions in line with national regulations/legislation on MP controlled substances	☒	☐	☐	☐	IS XI targets were fully achieved.
• Cooperation mechanisms in place between government and industry/RAC associations for coordinated efforts to implement HPMP/KIP and investment projects (where applicable)	☒	☐	☐	☐	

Report on performance indicators and achievement of objectives					
Assessment of objective 3:					
Constant coordination with Associations and relevant stakeholders through the various initiatives implemented by the NOU. 57% women members on the Cabinet Committee for the implementation of the Montreal Protocol					
Objective 4: Supervision of timely implementation of HCFC phase out/HFC phase down activities and the resulting reduction in consumption of controlled substances					
Indicator (where applicable)	**Assessment of indicator**				**Any remarks if applicable**
	Yes	**No**	**Ongoing**	**Not applicable**	
• Regular meetings with project staff of HPMP and NOU	☐	☐	☐	☒	IS XI targets were fully achieved: • Timely submission of tranche requests and Progress Reports Project activities are implemented as planned • Improve awareness and education on ODS and low-GWP refrigerants.
• Tranches of HPMPs/KIPs and/or individual projects are submitted as per the approved schedule in the Agreement	☐	☐	☐	☒	
• Project activities are implemented as planned	☐	☐	☐	☒	
• Other funding requests or new stages developed/submitted within planned timeframe	☐	☐	☐	☒	
Assessment of objective 4:					
Although the COVID-19 pandemic had a negative impact on the activities undertaken, the NOU performed adaptative management to undertake virtual meetings.					

Report on performance indicators and achievement of objectives					
Objective 5: Promoting awareness raising and information exchange on relevant issues of the Montreal Protocol					
Indicator (where applicable)	**Assessment of indicator**				**Any remarks if applicable**
	Yes	**No**	**Ongoing**	**Not applicable**	
• Action plan for general awareness raising and outreach developed	☐	☐	☐	☐	IS XI targets were fully achieved:
• Information materials are prepared and disseminated as per action plan	☐	☐	☐	☐	
• World Ozone Day activities celebrated annually	☒	☐	☐	☐	
• Report on awareness raising activities implemented as per action plan, where feasible	☐	☐	☐	☐	
Assessment of objective 5:					
With support from UNDP, the NOU undertakes constant awareness-raising and information exchange activities to promote information exchange on non-ODP, low-GWP alternatives. More than 50 posts to blogsite annually within the period World Ozone Day – 2 public awareness (September 2022 and 2023) and 1 awareness session for RAC trainers for WOD More than 4 newspapers bulletins issued within each year					
Objective 6: Regional cooperation and participation in Montreal Protocol meetings					
Indicator (where applicable)	**Assessment of indicator**				**Any remarks if applicable**
	Yes	**No**	**Ongoing**	**Not applicable**	

Report on performance indicators and achievement of objectives					
• NOU/country participation in regional network meetings • NOU/country participation in the OEWG or MOP • The NOU supported the South-south cooperation activities in the region, when required	☒ ☒ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☒	IS XI targets were fully achieved.
Assessment of objective 6:					
1 regional and 2 international meetings attended. Full participation on meetings and webinars.					
Objective 7: Integration of MLF gender mainstreaming policy in the implementation of the IS project					
Indicator (where applicable)	**Assessment of indicator**				**Any remarks if applicable**
	Yes	**No**	**Ongoing**	**Not applicable**	
• Report on the percentage of male and female participants on steering committee/project board meetings	☐	☐	☐	☒	Gender activities were not included on the previous IS phase. However, the NOU and UNDP currently implement gender strategies for the inclusion of women.
• Terms of reference for hiring staff and consultants include gender competence as requirement and provisions that encourage underrepresented gender to apply	☐	☐	☐	☒	
• Consultation with associations, networks, and/or stakeholders focusing specifically on mainstreaming gender throughout the project planning and implementation process	☐	☐	☐	☒	
• Sex-aggregated data on participants/presenters is collected for all meetings/trainings/workshops	☐	☐	☐	☒	
Assessment of objective 7:					

Report on performance indicators and achievement of objectives	
N/A for IS XI	

Part IV. Financial report

12. Please provide in the table below details on the project budget, disbursements, requested budget and government in kind contributions:

Item of expenditure	Budget for current phase (US $)	Disbursement (for current phase) (US $)		Estimated budget (for requested phase) (US $)	Government funding (in kind contribution) (US $)	
		Actual	Obligated		Current phase	Requested phase
Staff (including consultants)	$60,000.00	$28,307.69	$10,210.62	75,000	30,960	30,960
Equipment	$2,500.00	$14,922.07	$318.62	20,000	2,000	2,000
Operational cost (i.e., meetings, consultations, etc.)	$7,500.00	$17,698.11	$5,000	40.000	3,000	3,000
Public awareness	$10,000.00	$4,657.43	$3,885.46	40,000	2,000	2,000
Other	$5,000.00			5,000	1,716	1,716
TOTAL	$85,000	$65,585.30	$19,4141.70	180,000	45,676	39,676

Part V. Government evaluation and endorsement

13. Government evaluation of the current IS implementation phase

a) Was the project timely implemented as approved?

☒ YES ☐ NO

b) What was found to be particularly useful in meeting the IS objectives?

Please select all that apply:

☐ Government support at a high level was provided
☐ Support from the implementing agency was timely and efficient
☐ Agreement was signed on time
☐ Funds were disbursed on time
☒ All of the above
☐ Other (please specify below)

If other, please specify and describe below:

c) Were problems encountered in the implementation?

☒ YES ☐ NO

If YES, please select all that apply:

☐ Political issues in the country
☐ No support from high level of government
☐ Delays in agreement signature
☐ Implementing agency not responsive to issues
☒ Other (please specify below)

If other, please specify and describe below:

Availability of suitable low GWP alternatives (specifically hydrocarbons) applicable to the needs of the country. It is noted though that IS funds are crucial to assisting the NOU in providing staff and equipment which monitor the regulation of imports as well as the a/c sector in the country. In addition, consultations with stakeholders are crucial for implementation of obligations which are also facilitated by IS funds.

d) What experiences or actions should be implemented differently in the future IS project phases?

Thus far there has good implementation of the IS in supporting the implementation of the Montreal Protocol.

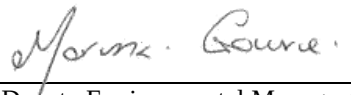
e) What are the potential risks identified by the Government to achieve the objectives of the IS, and meeting compliance obligations under the Montreal Protocol?

Availability of suitable low GWP alternatives (specifically hydrocarbons) applicable to the needs of the country.

f) What actions have been identified to mitigate these potential risks?

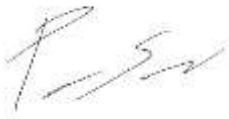
Continuous liaising with industry and suppliers.

14. Government endorsement

Action plan authorized by ***(name)***:	Dr. Marissa Gowrie
Signature of authorising authority:	
Title:	Deputy Environmental Manager/National Ozone Officer Environmental Policy and Planning Division
Supervising Organization/Agency/Ministry:	Ministry of Planning and Development
Date:	March 20, 2024

15. Submission of action plan

Name of implementing agency:	United Nations Development Programme (UNDP)
Name of Project Officer:	Paloma Somohano

Signature of Project Officer:	
Date:	April 1st, 2024
Implementing agency's risk assessment for achieving the project objectives including compliance obligations, and actions for mitigating the potential risks, identify challenges faced and lessons learnt, and other comments	The Government of the Republic of Trinidad and Tobago, through the National Ozone Unit at the Ministry of Planning and Development (MPD) has performed a remarkable work promoting low-GWP alternatives for the RAC sector in the Country. Some examples include the development of the National Cooling Strategy and the implementation of the GEF financed project Energy Efficiency through the Development of Low-carbon RAC Technologies in Trinidad and Tobago. In close coordination with importers and relevant stakeholders, the country has successfully managed to introduce low-GWP alternatives in key sectors such as Domestic Air Conditioning. Finally, the country has done outstanding work on raising awareness with end-users, technicians, and associations. Furthermore, technical capacities have been built through the import of training equipment that has allowed the building of capacities in the country.

Part VI. Executive summary

16. Please provide a summary below of the information required in no more than one paragraph each. These paragraphs will be used in documents for the Executive Committee Meeting.

a) Terminal report

Phase XI of Trinidad and Tobago's IS has been successfully implemented by the National Ozone Unit at the Ministry of Planning and Development. The Country is currently implementing Stage 2 of its HPMP and is expected to initiate Stage I of its KIP.

Trinidad and Tobago has a successful Licensing and Quota System of HCFC management and has met its reduction targets as per its Agreement with the Executive Committee. The country has successfully developed its HFC licensing and quota system for HFCs.

The country holds strong commitments from Public and Private sectors as well as Academia and Civil Society Organizations.

b) Plan of action

Phase XII of Institutional Strengthening will allow Trinidad and Tobago to continue the reinforcement of the Licensing and Quota System for the import of Montreal Protocol Controlled substances. Relevant activities and Stakeholder consultations are key for an adequate development of the Strategy that will allow the country to continue its effective path for ODS management and phase-out. IS Phase XII will allow the NOU to continue its active participation in Global and Regional Network meetings, relevant trainings and high-level meetings for the promotion of the Montreal Protocol activities in the Country. In addition, the country will continue its efforts to introduce Energy Efficiency activities for RAC equipment in order to reinforce the reduction of HFC consumption. Awareness-raising and dissemination activities will also be continued and reinforced.

c) Sustainability and risk assessment

Constant coordination with Border control agencies and importers reduces the risk for non-sustainability of activities given that the country enforces a strict control of imports for Montreal Protocol controlled substances.

The renewal of the IS allows Trinidad and Tobago to continue the implementation of effective training programs on Good Refrigeration Practices and the expansion of its successful Certification Programme for RAC Technicians. Furthermore, the Trinidad and Tobago NOU has been successful in the training of Border Control officials on ODS regulation and HFC-phasedown at the Ministry of Trade and Industry and the Trinidad and Tobago Bureau of Standards.

Furthermore, the renewal of IS and the funds received will allow the NOU to continue with all activities as planned.

Annex II

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		
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		

Annex III

RELEVANT SOURCES OF INFORMATION

- Chapter 10. Institutional strengthening. Policies, procedures, guidelines and/or criteria document, Multilateral Fund Secretariat (). This provides a list of all the decisions taken by the Executive Committee on institutional strengthening
- Inventory of approved project proposals, Multilateral Fund Secretariat (distributed to implementing agencies). The inventory includes information on all IS projects approved by the Executive Committee including: phase approved, duration of phase, amount approved, support costs and so on
- Reports of the meetings of the Executive Committee (www.multilateralfund.org)
- Pre-session documents of Executive Committee meetings as listed below

Document number	Month/Year	Title of document
UNEP/OzL.Pro/ExCom/5/5/Rev.2	November 1991	Procedure for (presentation) of country programmes and project proposals to the Executive Committee
UNEP/OzL.Pro/ExCom/7/20	June 1992	Institutional strengthening
UNEP/OzL.Pro/ExCom/19/52 and Corr.1	April 1996	Guidelines for renewal of institutional strengthening projects
UNEP/OzL.Pro/ExCom/28/15	June 1999	Institutional strengthening projects: implementation of decision 27/10
UNEP/OzL.Pro/ExCom/30/6 and Corr.1	February 2000	Final report on the 1999 evaluation of institutional strengthening projects and draft follow-up action plan
UNEP/OzL.Pro/ExCom/32/18	December 2000	General principles for agreements between governments and implementing agencies on new and renewed institutional strengthening projects (decision 30/7 (c))
UNEP/OzL.Pro/ExCom/33/16	March 2001	General principles for agreements between governments and implementing agencies on new and renewed institutional strengthening projects (follow-up to decision 32/15)
UNEP/OzL.Pro/ExCom/34/53	July 2001	Strategic planning: proposals on implementing the framework on the objective, priorities, problems, and modalities for strategic planning of the Multilateral Fund in the compliance period
UNEP/OzL.Pro/ExCom/35/61 and Corr.1	December 2001	Study on defining a starting point for determining the remaining ODS consumption eligible for funding by the Multilateral Fund: follow-up to decision 34/66(a)
UNEP/OzL.Pro/ExCom/43/49	July 2004	Potential implications of subsequently increasing the amounts approved for institutional strengthening projects (decision 42/22 (b))
UNEP/OzL.Pro/ExCom/44/CRP.1	December 2004	Enhancing Article 5 countries national ozone unit capacity building in the final stages of the compliance period to the Montreal Protocol - Proposal submitted by the Government of China
UNEP/OzL.Pro/ExCom/45/47	April 2005	Enhancing capacity-building in the national ozone units of Article 5 countries in the final stages of the Montreal Protocol compliance period (follow-up to decision 44/64)
UNEP/OzL.Pro/ExCom/47/53	November 2005	Preliminary results of an analysis of possible further action and policies required to assist compliance with all ODS phase-out requirements, including the review of institutional strengthening projects envisaged under decision 35/57 (follow-up to decision 45/55)
UNEP/OzL.Pro/ExCom/49/38	April 2006	The relative merits of replacing the current requirements for submissions of requests for renewal of an institutional strengthening project with a simplified arrangement (follow-up to decision 47/49)

Document number	Month/Year	Title of document
UNEP/OzL.Pro/ExCom/53/61	November 2007	Paper on options for possible funding arrangements and levels for institutional strengthening support beyond 2010, and on opportunities to fine-tune the institutional strengthening renewal process (follow-up to decisions 47/49 and 49/32)
UNEP/OzL.Pro/ExCom/54/13	April 2008	Desk study on the evaluation of institutional strengthening projects
UNEP/OzL.Pro/ExCom/56/8	November 2008	Final report on the evaluation of institutional strengthening projects
UNEP/OzL.Pro/ExCom/57/63	April 2009	Institutional strengthening beyond 2010: funding and levels (follow-up to decision 53/39)
UNEP/OzL.Pro/ExCom/58/18	July 2009	Institutional strengthening: options for funding after 2010 (follow-up to decision 53/39 and decision 57/36(b))
UNEP/OzL.Pro/ExCom/59/53	November 2009	Institutional strengthening: options for funding after 2010
UNEP/OzL.Pro/ExCom/60/15	April 2010	Overview of issues identified during project review
UNEP/OzL.Pro/ExCom/61/49	July 2010	Institutional strengthening: options for funding and formats for renewal requests
UNEP/OzL.Pro/ExCom/74/51	May 2015	Review of funding of institutional strengthening projects (decision 61/43(b))
UNEP/OzL.Pro/ExCom/84/73	December 2019	Draft operational policy on gender mainstreaming for Multilateral Fund-supported projects
UNEP/OzL.Pro/ExCom/89/4	May 2022	Review of institutional strengthening projects including funding levels (decision 74/51(d))
UNEP/OzL.Pro/ExCom/91/60	December 2022	Review of institutional strengthening projects, including funding levels, terminal report and extension request formats, and performance indicators that could be used consistently by all Article 5 countries (decision 89/3)