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United Nations Development Programme

PROJECT DOCUMENT

[Trinidad and Tobago / Kigali Implementation Plan Stage I (KIP I)]

Project Title: Kigali Implementation Plan Stage I (KIP I)
Project Number:
Implementing Partner: Ministry of Planning and Development
Start Date: **End Date:** **PAC Meeting date:** September 10th 2024

Brief Description
At the Intersessional Approval Process for the 93rd meeting of the Executive Committee (ExCom) held in December 2023, through of the document 93/89, the ExCom approved the Kigali Implementation Plan Stage I (KIP I) for Trinidad and Tobago for the period 2024 to 2029 to reduce HFC consumption by 10% (568,178 CO_2-eq tonnes) of the country's baseline (5,681,787 CO2-eq tonnes). Stage I of the KIP will reduce 10% of the HFCs consumption by 2029. This project will be financed with US $1,177,695 plus agency support costs (GMS) of US $82,439 for UNDP as lead agency. The proposed activities in Stage I include the promotion of good refrigeration practices, and the implementation of the licensing and quota system. 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. Of the resources implemented through UNDP, the first tranche for USD$543,249 is scheduled for 2024-2025, the second tranche for USD$516,677 is scheduled for 2026-2028 and the third tranche for USD$ 117,769 is schedule for 2029.

Contributing Outcome (UNSDCF, CPD, RPD):	**Total resources required:**		$1,177,695
UNDP CPD 2022-2026 Outcome 2: The Caribbean has fully transitioned to a more diversified and sustainable economy that supports inclusive and resilient economic growth. Indicative Output(s) with gender marker[1]: GEN1	**Total resources allocated:**	**UNDP TRAC:**	0
		MLF:	$1,177,695

Agreed by (signatures):

Government	UNDP
Print Name: AARTI BEDASSIE-MAHARAJ	Print Name: Ugo Blanco
Date: 04-DEC-2024	Date: 30-Oct-2024

[1] The Gender Marker measures how much a project invests in gender equality and women's empowerment.

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LIST OF ABREVIATIONS

CP	Country Programme
QA	Quality Assurance
ExCom	Executive Committee of the Multilateral Fund
GPRAC	Good Practices in RAC
GWP	Global Warming Potential
HCFCs	Hydrochlorofluorocarbons
HFCs	Hydrofluorocarbons
HPMP	HCFCSs Phase out Management Plan
IA	Implementing Agency
LVC	Low Volume Country
MPD	Ministry of Planning & Development
MLF	Multilateral Fund for the Implementation of the Montreal Protocol
MOP	Meeting of Parties to the Montreal Protocol
MP	Montreal Protocol
MT	Metric Tonnes
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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PROJECT DOCUMENT

[Trinidad and Tobago / Kigali Implementation Plan Stage I (KIP I)]

I. DEVELOPMENT CHALLENGE

Background

Trinidad and Tobago ratified the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer on 28 August 1989. The London and Copenhagen and Montreal amendments were ratified on 10 June 1999. The Beijing amendment was ratified on 29 October 2003 and the Kigali amendment on 17 November 2017. Trinidad and Tobago is classified as a country operating under Article 5 of the Montreal Protocol.

Table 1. Vienna Convention and Montreal Protocol´s Ratification status

Convention/Protocol/ Amendment	Ratification 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)

Source: Ozone Secretariat

Trinidad and Tobago does not manufacture any ozone depleting substances (ODS) or refrigeration equipment and therefore implementation of the convention has been through the control of imports into the country and export 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. To meet its obligations under this Protocol, Trinidad and Tobago successfully phased-out the import of CFCs and has completed Stage 1 of its HCFC Phase-out Management Plan (HPMP). Under Stage 1 of the HPMP, Trinidad and Tobago was able to freeze the HCFC consumption in 2013 to

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its baseline level, as well as achieve the phase-out targets under the Protocol of a reduction from baseline by 10% in 2015 and 35% in 2020. The country has since commenced the second phase of the HPMP, which continues to support the enhancement of the policy and regulatory framework, advancements in technical capacity building of Refrigeration and Air Conditioning (RAC) technicians and the promotion of HCFC alternatives. The aim being to assist the country in complying with a further reduction of 67.5% by 2025 and 97.5% reduction by 2028, with a servicing tail of 2.5% until 2040.

In addition to this, Trinidad and Tobago signed onto the Kigali Amendment to the Montreal Protocol in 2017, being the first within the Caribbean region to do so. The aim of this amendment is to phase-down the ozone depleting and greenhouse gas refrigerant, hydrofluorocarbons (HFCs). To meet this target, the country will begin with a freeze on HFC consumption levels on January 1, 2024, followed by the commencement of the phase down. This document presents Trinidad and Tobago's Kigali HFC Implementation Plan (KIP) which will improve the control over HFC imports, exports, and consumption through a quota and licensing system, as well as equipment and products containing these substances. The project will introduce new policy instruments or update the existing regulatory framework where required for KIP implementation in the country and strengthen the institutional capacities of national border control authorities to formulate, adapt or update the regulatory framework where required to fulfil the country's commitments under the Montreal Protocol. Furthermore, aspects of energy efficiency in equipment and technologies related to the Refrigeration and Air Conditioning (RAC) sector will be addressed.

Institutional Framework

The Institutional Framework related to the Ozone protection in Trinidad and Tobago was designed around Chapter 2, Section 2.02 of the National Environmental Policy (2018). To meet the Montreal Protocol´s commitments the Government implemented a comprehensive system to ensure that:

- Imports and exports of Ozone-Depleting Substances are controlled.
- Controlled substances contained in commercial and industrial refrigeration equipment and air conditioning equipment, in equipment containing solvents, and in fire protection systems are recovered, if practicable, for destruction, recycling or reclamation during service and maintenance of equipment, as well as prior to equipment dismantling or disposal.

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- All practicable measures are taken to avoid leakages from commercial and industrial air conditioning and refrigeration equipment and from equipment containing solvents during manufacture, installation, operation and servicing; and
- Each importer or exporter will be required to report to the NOU annually: quantities of ozone-depleting substances recycled, quantities destroyed, stocks and exports.

The ODS Licensing System was established in Trinidad and Tobago in 1999 and is a control mechanism for the import of chemical regulated by the Montreal Protocol (MP) into the country. The policy of the licensing system is to reduce the importation of ODS over time consistent with the Phase-out Schedule of the Montreal Protocol. This has been achieved by the inclusion of ODS and ODS dependent technology on the Import and Export Negative Lists with only licensed importers being allowed to import controlled quantities of the substances. This system is controlled by the Ministry of Trade and Industry, the Trinidad and Tobago Bureau of Standards (TTBS), the Customs and Excise Division, the Pesticides and Toxic Chemical Inspectorate and the National Ozone Unit (NOU). Statutory Authority for the operation of a licensing system is to be found in the Trade Ordinance, the Import and Export Control Regulations 1941 as well as in the Pesticides and Toxic Chemical Act No. 42 of 1979, Legal Notice # 225 of 1987 – The Pesticides (Registration and Import Licensing Regulations) 1987, and the Food and Drugs Regulations.

The National Ozone Unit (NOU), found within the Ministry of Planning and Development of Trinidad and Tobago, is the entity responsible for all matters related to the ozone protection in the country. The NOU is ultimately responsible for the implementation of MLF funded projects in the country. The National Ozone Officer also chairs the Project Implementation Committee which has been appointed by Cabinet, to ensure that the Work Plan is duly implemented.

Quota and Licensing system

Trinidad and Tobago has extensive experience in the control of CFCs and HCFCs. It currently applies a quota system for the control of HCFCs, which has shown great efficiency in ensuring compliance with the phase-out schedule for these substances. Against this experience, and the updated regulation, the control of import and export of HFCs has been designed, which will guide the reduction of the consumption of these substances.

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The Government will implement a quota system for HFCs from the year 2024 which would ensure that the total quantity of HFCs imported is lower than the targets specified under KIP; the quota for HFCs to authorized importers would be in metric tonnes and the system would involve allocation of a portion of baseline to high-GWP HFCs, a portion of baseline to lower/low-GWP HFCs and portion of baseline would be retained as a reserve with the Government. Given that the institutional and legislative capacity for the quota system is already in place, the Government will be in a position to promptly issue import quotas for HFCs to each registered importer, starting in 2024.

The import of HFCs will be decreased from 1 January 2024 until 1 January 2045. The National Ozone Unit of Trinidad and Tobago will set the total annual HFC import quota based on the country's baseline and it will be monitored in metric tonnes.

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II. STRATEGY

The Kigali HFC Implementation Plan (KIP) aims to improve the control over: HFC imports, exports, and consumption through a quota and licensing system. The KIP also seeks to improve control over the importation and export of equipment and products containing these substances. The project will introduce new policy instruments or update the existing regulatory framework where required, for KIP implementation in the country, as well as strengthen the institutional capacities of national border control authorities to formulate, adapt or update the regulatory frameworks where required to fulfill the country's commitments under the Montreal Protocol. Furthermore, aspects of energy efficiency in equipment and technologies related to the Refrigeration and Air conditioning (RAC) sector will be addressed.

HFC consumption and the sectors where they are used.

The consumption of HFCs in Trinidad and Tobago, and in general, of all substances controlled by the Montreal protocol, are based on imports. There is no production of these in the country and no significant exports of these substances, so consumption can be understood as:

Consumption = Production + Import - Export

Therefore, for practical purposes, the formula boils down to: "Consumption = Import", since there is no HFC production in the country, neither does the country export large quantities of HFCs.

Trinidad and Tobago recorded in 2022 a consumption of 2,033.99 metric tonnes of HFCs and their blends, and has observed a relatively growing trend in the full period from 2017 to 2022, as a result of several factors such as the implementation of measures to comply with the Montreal Protocol and the consequent replacement of CFCs and HCFCs by HFCs, as well as population growth, economic activity, availability of technologies and installation and maintenance costs, commercial promotion of suppliers and consumer confidence itself.

During the mentioned period, the average annual growth was 8.6%, significantly higher than the average annual GDP growth of 3.75%. This comparison takes into account the sharp decline in 2020 caused by the closure of activities in response to the COVID-19 pandemic. The average annual growth of the population of Trinidad and Tobago in the referred period was 0.68%, so the overall growth in HFC consumption was mainly due to the reduction in the consumption of HCFCs in the same period and the wide availability of HFC-based technologies, as well as the promotion of such technologies. This

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indicates that the dependence on HFCs in cold chains, air conditioning, fire extinguisher systems, among others, has been increasing more than proportionally in the Trinidadian economy. This demonstrates the standardization of the cooling technologies and the limited availability of alternative options sufficiently matured and accessible in all the sectors, still to date, confirming one of the principles of the amendment by which it is phase-down and not phase-out.

Table 2. HFC consumption in Trinidad and Tobago (2019–2022 Article 7 data).

HFC	GWP	2019	2020	2021	2022	Share of HFC consumption in 2022 (%)
Mt						
HFC-32	675	2.59	1.50	4.19	2.37	0.1
HFC-125	3,500	0.0	0.14	0.0	0.0	0.0
HFC-134a	1,430	344.49	543.07	893.88	840.16	41.2
HFC-143a	4,470	0.0	0.92	0.0	0.0	0.0
HFC-152a	124	1.53	2.07	3.54	1.06	0.1
HFC-227ea	3,220	64.31	59.94	0.0	8.52	0.4
HFC-365mfc	794	0.0	0.0	0.0	27.61	1.4
R-404A	3,922	123.54	306.68	516.08	444.30	21.8
R-407A	2,107	1.13	22.94	22.60	0.0	0.0
R-407C	1,774	93.54	134.03	244.38	78.40	3.8
R-407F	1,825	2.57	0.51	0.24	1.45	0.1
R-408A	2,301	0.0	2.0	0.0	0.0	0.0
R-410A	2,088	564.71	833.60	482.49	554.29	27.2
R-417A	2,346	3.54	2.27	4.52	2.26	0.1
R-438A	2,264	0.23	2.16	0.0	1.60	0.1
R-448A	1,386	0.03	0.0	0.0	0.01	0.0
R-449A	1,396	0.0	0.0	0.0	4.50	0.2
R-507A	3,985	52.50	5.67	99.55	72.40	3.6
R-507C	3,985	0.0	45.83	0.0	0.0	0.0
Others	-	0.0	2.59	0.0	0.0	0.0
Total (mt)		**1,254.71**	**1,965.92**	**2,271.47**	**2,038.93**	**100**
CO_2-eq tonnes						
HFC-32	675	1,748	1,013	2,828	1,600	0.0
HFC-125	3,500	0	490	0	0	0.0
HFC-134a	1,430	492,621	776,590	1,278,248	1,201,429	26.1
HFC-143a	4,470	0	4,112	0	0	0.0
HFC-152a	124	190	257	439	131	0.0
HFC-227ea	3,220	207,078	193,007	0	27,434	0.6
HFC-365mfc	794	0	0	0	21,922	0.5
R-404A	3,922	484,474	1,202,676	2,023,859	1,742,367	37.9
R-407A	2,107	2,381	48,335	47,618	0	0.0
R-407C	1,774	165,926	237,749	433,493	139,070	3.0
R-407F	1,825	4,689	930	438	2,646	0.1
R-408A	2,301	0	4,602	0	0	0.0

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HFC	GWP	2019	2020	2021	2022	Share of HFC consumption in 2022 (%)
R-410A	2,088	1,178,832	1,740,140	1,007,198	1,157,080	25.2
R-417A	2,346	8,305	5,325	10,604	5,302	0.1
R-438A	2,264	521	4,891	0	3,623	0.1
R-448A	1,386	42	0	0	14	0.0
R-449A	1,396	0	0	0	6,282	0.1
R-507A	3,985	209,213	22,595	396,707	288,514	6.3
R-507C	3,985	0	182,633	0	0	0.0
Others	-	0	0	0	0	0.0
Total (CO_2-eq tonnes)		**2,756,019**	**4,425,345**	**5,201,433**	**4,597,414**	**100**

HFC consumption in Trinidad and Tobago has an average annual growth above economic activity and population growth. This means that there is more and more demand for refrigeration and air conditioning utilizing HFC technologies, which are currently less expensive and readily available. The consumption structure is highly concentrated in three substances, which could facilitate the formulation of a compliance strategy for the Kigali amendment. Unfortunately, on the other hand, there are no defined, available and sufficiently accessible alternatives that allow for direct conversions. Therefore, a strategy must be developed to comply with the Kigali amendment, focused on ensuring compliance in a sustainable manner, laying the technical foundations that allow the operation of new technologies, both those already available and those that are in the process of maturation.

Trinidad and Tobago does not currently have an HFC equipment manufacturing sector, so HFC consumption is related to the following applications:

- Manufacture of polyurethane foams (preformulated polyols),
- Fire extinguishers.
- Aerosols for technical and industrial use
- Solvents
- Process agents, and,
- Maintenance services of RAC equipment and systems

From the table below, it can be concluded that the sectors where there is the highest demand for HFCs for service are in the commercial sectors associated to the cold chain, mainly in centralized commercial

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systems, refrigerated containers and commercial climatization of large areas. Special mention must be made of two sectors, the domestic refrigeration and air conditioning sectors where there is an important opportunity to phase-down the consumption in those sectors and there are policies in the country to promote more efficient technologies in those sectors. There is need therefore to support with some actions on those activities by reducing the installed capacity in those sectors. The other important sector is the Mobile Air-Conditioning (MAC) sector, where there is an alternative already in the market, but is extremely expensive and does not rely on the country since all the vehicles are imported (new and used). Also, only the new ones contain the new refrigerant. The option for this sector is to promote the refrigerant containment that will allow the country to reach the first Kigali amendment targets.

This confirms the premise on which the projections of each of the substances were based and consequently the analyses carried out of the consumption of each of them; therefore, the HFC reduction strategy in a first stage should consider the availability of alternatives in each subsector and the substance to be controlled and reduced without neglecting possible unwanted increases in other subsectors.

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Table 3. HFC consumption in the refrigeration and air-conditioning servicing subsectors (2022).

Sector	HFC-134a	R-410A	R-407C	R-507A	R-404A	Total	Share of total (%)
MT							
Refrigeration subsectors							
Domestic	9.36	0.0	0.0	0.0	0.0	9.36	0.5
Commercial	272.13	0.0	113.66	32.67	0.0	418.46	21.5
Industrial	0.0	0.0	0.0	0.0	165.50	165.50	8.5
Centralized systems	324.54	79.62	0.0	50.82	212.90	667.88	34.4
Reefer container	17.75	0.0	0.0	0.0	0.0	17.75	0.9
Subtotal Refrigeration	623.78	79.62	113.66	83.49	378.40	1278.95	65.8
Air-conditioning subsectors							
Residential	0.0	327.31	0.0	0.0	0.0	327.31	16.8
Commercial	185.08	70.73	0.0	0.0	0.0	255.81	13.2
Industrial	3.96	21.22	0.0	0.0	0.0	25.18	1.3
MAC	44.39	2.75	9.82	0.0	0.0	56.96	2.9
Subtotal Air-conditioning	233.43	422.01	9.82	0.0	0.0	665.26	34.2
Total	**857.21**	**501.63**	**123.48**	**83.49**	**378.40**	**1,944.21**	**100**
CO_2-eq tonnes							
Refrigeration subsectors							
Domestic	13,384	0	0	0	0	13,384	0.3
Commercial	389,148	0	201,614	130,172	0	720,933	16.7
Industrial	0	0	0	0	649,025	649,025	15.1
Centralized systems	464,092	166,207	0	202,518	834,909	1,667,725	38.7
Reefer container	25,388	0	0	0	0	25,388	0.6
Subtotal Refrigeration	892,012	166,207	201,614	332,690	1,483,933	3,076,455	71.4
Air-conditioning subsectors							
Residential	0	683,265	0	0	0	683,265	15.9
Commercial	264,665	147,642	0	0	0	412,307	9.6
Industrial	5,663	44,292	0	0	0	49,954	1.2
MAC	63,476	5,743	17,424	0	0	86,643	2.0
Subtotal Air-conditioning	333,804	880,942	17,424	0	0	1,232,169	28.7
Total	**1,225,816**	**1,047,148**	**219,038**	**332,690**	**1,483,933**	**4,308,624**	**100**

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HFC baseline and phase-down schedule.

The Government of the Republic of Trinidad and Tobago reported its Article 7 data for 2020-2022. By adding 65% of the HCFC baseline in CO2-eq tonnes to the average HFC consumption in 2020-2022, the established HFC baseline was determined to be **5,681,787** CO_2-eq tonnes.

The consumption of HFCs for the last year 2022 (4,597,414 tons CO2eq) is lower than the HFC calculated baseline, which includes 65% of the HCFC baseline, of 5,681,787 tonnes CO2eq. This represents a challenge for Trinidad and Tobago since there is no further possibility to grow beyond the level reached in 2021, the higher consumption level in the last years. As a result, it will be necessary to start the consumption control to meet the first target under the Kigali Amendment in 2024 (freezing of the BL), maintaining the same trend of reduction to achieve 10% (568,178 CO2eq tonnes) corresponding to the target established for the year 2029.

Table 4. HFC baseline for Trinidad and Tobago (CO_2-eq tonnes).

Baseline calculation components	**2020**	**2021**	**2022**
HFC annual consumption	4,425,345	5,201,433	4,597,414
HFC average consumption in 2020-2022			4,741,397
HCFC baseline (65%)			940,390
HFC baseline			**5,681,787**

Trinidad and Tobago is part of Group 1 of the FP Article 5 countries, with commitments defined below:

- Establishment of a licensing and quota system for the import and export of HFCs;
- Consumption Baseline: Average consumption for the years 2020-2021-2022 plus 65% of the Base Line (BL) of HCFC consumption.

Consumption reduction schedule:

- 2024: Consumption freeze at baseline level
- 2029: 10% reduction from BL
- 2035: 30% reduction in BL
- 2040: 50% reduction in BL
- 2045: 80% reduction from BL

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To meet the consumption reduction commitments, Trinidad and Tobago proposes to implement the KIP in two Phases:

Phase I: 2023-2029

Milestones:

- Establishment of the BL
- Consumption freezes in 2024
- Reduction of consumption by 10% compared to BL, in 2029

Activities for KIP Stage I.

Stage 1 of Trinidad & Tobago's KIP is divided into 6 strategic Outputs with their associated activities.

1. Strengthening of institutions related to monitoring, verification and ensuring compliance with the Kigali Amendment.
2. Creation and strengthening of capacities to implement new alternative in a sustainable and safe manner.
3. Reduction of the installed capacity of HFCs.
4. Awareness raising of HFC-free technology.
5. Gender mainstreaming
6. Project Coordination & Monitoring

These are further expounded on below:

Output 1. Strengthening of institutions related to monitoring, verification and ensuring compliance with the Kigali Amendment.

1.1. Stakeholder sessions to inform the RAC sector of the review and update of the policy and regulatory measures.
1.2. Consultancy to support the strengthening of national capacities to formulate, adapt or update the policy and regulatory framework including codes and standards for HFC control.
1.3. Three (3) training courses for customs and stakeholders on regulations to control and monitor HFCs and steps to prevent illegal trade.
1.4. Three (3) training courses for brokers and importers and other authorities on data reporting of HFCs and monitoring of HFC imports and sales
1.5. Development of a Border Control Handbook to include HFC´s

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1.6. Update of the application used by border control officers to include HFCs and development of a border control handbook that includes HFCs.

1.7. Development of a fire extinguishers inventory

1.8. Development of a good practice booklet for the maintenance of HFC based portable fire extinguishers, and printing and distribution of 500 copies of the booklet.

1.9. Three (3) awareness raising workshops on best practices in the fire extinguisher sector and the impact of controls and restrictions on the import and use of HFCs in the sector.

Output 2. Creation and strengthening of capacities to implement new alternatives in a sustainable and safe manner.

2.1 Procurement of RAC equipment to training centres for use during training on good service practices and safe handling of low-GWP refrigerants and updating training programme for service technicians.

2.2 Update of the training materials for the Professional Certification Scheme for RAC technicians and awareness raising workshops for promoting the certification

2.3 Twenty-four (24) training courses with the updated curricula for 480 RAC technicians and partial financial support to 100 technicians with the best performance in the training courses to obtain the professional certification.

2.4 Provision of tools to about 65 RAC technicians and servicing sector companies for the adoption of good practices in the safe handling of commercial refrigeration equipment or systems that operate with Hydrocarbons (HC).

2.5 Update of the electronic registry system for certified technicians

2.6 Development and printing of training material for good service practices in the MAC sector

2.7 Twenty-five (25) training sessions for 500 technicians on good practices in the MAC sector

2.8 Purchase and delivery of 80 recovery and recycling units for the MAC sector.

Output 3. Reduction of the installed capacity of HFCs.

3.1 A comparative feasibility study to assess the efficiency, costs, complexity, and environmental impact of the different alternatives to HFCs for large sized commercial refrigeration equipment.

3.2. Two (2) diagnostic workshops and two (2) dissemination workshops on the findings of the feasibility study

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Output 4. Awareness raising of HFC-free technology.

4.1 Design of a communication campaign targeting different audiences on topics relating to alternative refrigerants and technologies, and the importance of energy efficiency while using HFCs.

4.2 Comprehensive media campaign targeting different audiences including social media, printed materials, and other public media.

4.3 Four (4) awareness raising workshops on the KIP for end users and stakeholders to assess the media campaign.

4.4 Development of a product registry of medium and large RAC equipment.

4.5 Four (4) workshops for the promotion of more efficient lower GWP alternative technologies in, inter alia, the air conditioning and commercial refrigeration sector.

Output 5. Gender mainstreaming.

5.1 Diagnostic assessment, design, implementation and monitoring of the action plan to promote gender mainstreaming.

5.2 Three (3) awareness raising and training workshops for institutions on gender mainstreaming.

5.3 Design and publication of awareness materials to promote gender mainstreaming while implementing KIP activities.

Output 6. Project coordination and monitoring.

6.1 Project Coordination & Monitoring

6.2 Consultants

6.3 Travel

6.4 Workshops and meetings

6.5 Expenses

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Theory of Change

In Trinidad and Tobago, the journey toward controlling HFC consumption and fulfilling commitments under the Kigali Amendment begins with a clear vision of significant environmental and regulatory transformation. This transformation aims to reduce HFC emissions substantially, contributing to global climate change mitigation and adhering to international environmental standards.

Currently, Trinidad and Tobago's reliance on imported HFCs is extensive, with these substances integral to various applications like refrigeration, air conditioning, and fire extinguishing. The consumption of HFCs has been increasing at a rate significantly higher than both population growth and economic expansion. This trend is driven by factors such as the replacement of HCFCs with HFCs, technological advancements, and a growing demand for cooling technologies.

To address this issue, the Kigali HFC Implementation Plan (KIP) is set into motion. The plan's core objective is to reverse the growing HFC consumption trajectory and align it with the Kigali Amendment's targets. The ultimate goal is to achieve a substantial reduction in HFC use, contributing to the global effort to combat climate change.

The transformation begins with **strengthening the regulatory framework**. This involves introducing new policy instruments or updating existing regulations to effectively control HFC imports, exports, and consumption. Implementing a comprehensive quota and licensing system will help manage HFC use more rigorously.

Simultaneously, there will be a focus on **enhancing institutional capacities**. This means improving the ability of national border control authorities to enforce these new regulations. Training programs and capacity-building initiatives will be essential to ensure that these authorities can effectively monitor and control HFC management.

Energy efficiency will also be a significant aspect of this transformation. The plan will promote and support the adoption of energy-efficient technologies in the Refrigeration and Air Conditioning (RAC) sector. By encouraging the use of technologies that consume less energy, the KIP aims to reduce the overall environmental impact of cooling systems.

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Moreover, the KIP will drive the **increased availability and adoption of alternatives** to HFCs. Support for the development and commercialization of low-GWP (Global Warming Potential) alternatives will be crucial. This includes facilitating the introduction of new technologies and ensuring they are accessible and affordable for various sectors.

The plan will also implement specific **consumption control mechanisms**. This includes targeted measures to reduce HFC use in key sectors like domestic refrigeration, commercial air conditioning, and mobile air conditioning. For instance, promoting refrigerant containment in mobile air conditioning systems will help the country meet the Kigali Amendment's initial targets.

The Path Forward:

To achieve these goals, the KIP will undertake several key activities:

1. **Developing and Enforcing Policies**: New policies and regulations will be drafted and enforced to regulate HFC use. A quota and licensing system will be put in place to manage HFC imports and consumption effectively.
2. **Building Institutional Capacities**: Training sessions and workshops will be conducted to enhance the capabilities of border control and regulatory staff. Guidelines for effective HFC management will be developed and disseminated.
3. **Promoting Alternatives and Efficiency**: Support will be provided for the development and introduction of alternative technologies. Energy-efficient RAC technologies will be promoted through incentives and technical support.
4. **Monitoring and Compliance**: Monitoring systems will be established to track HFC consumption and ensure compliance with regulations. Regular inspections and audits will be conducted to enforce the new policies.

Anticipating Challenges and Risks:

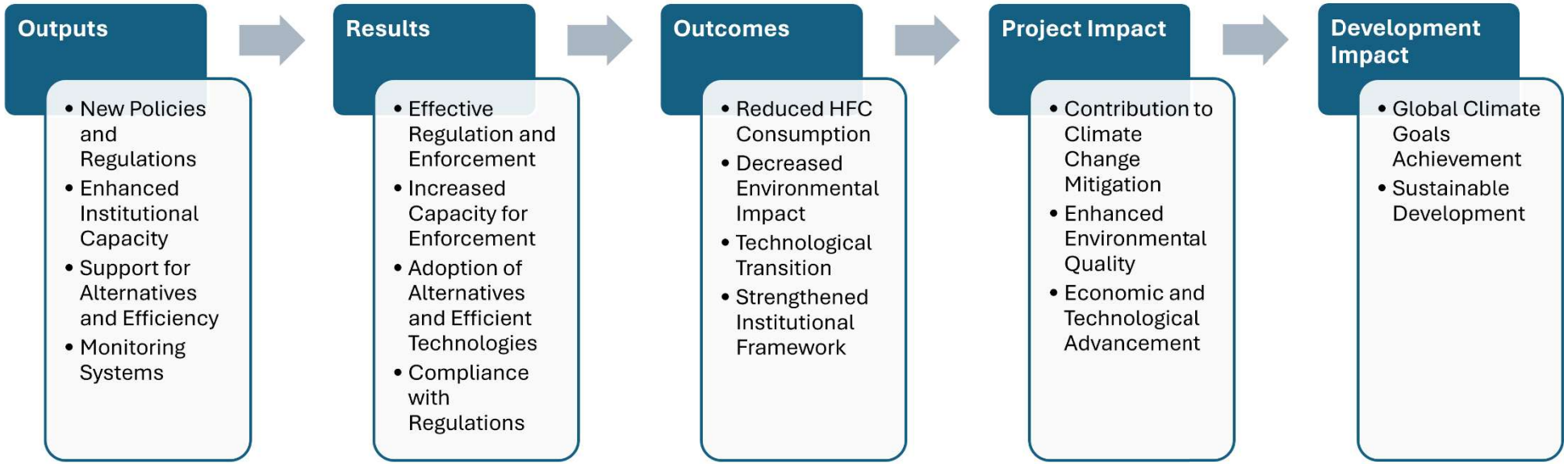
Several risks may arise during this process, such as resistance to new regulations or the high cost of alternatives. To mitigate these risks, the plan will include stakeholder consultations to build support, financial incentives to lower the cost of alternatives, and continuous capacity-building to enhance enforcement effectiveness.

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PROJECT DOCUMENT

[Trinidad and Tobago / Kigali Implementation Plan Stage I (KIP I)]

Theory of Change



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III. RESULTS AND PARTNERSHIPS

Expected Results

The activities planned by Trinidad and Tobago, including its efforts to promote low-GWP alternatives, as well as refrigerant recovery and reuse, indicate that the implementation of stage I of the KIP will reduce the emission of refrigerants into the atmosphere, resulting in climate benefits. A calculation of the impact on the climate, as a result of the activities in the KIP, indicates that Trinidad and Tobago will achieve an annual emission reduction of 568,179 CO2-eq tonnes of HFCs when the final target in stage I is achieved, based on the HFC reduction schedule.

Trinidad and Tobago does not manufacture HFC-based equipment or products, so the majority of HFC usage and consumption is in the maintenance sector of RAC equipment and systems, known under the Montreal Protocol as the "Services Sector". A minor yet very important sector, not considered under the servicing sector, is the fire extinguisher sector. Also to note there remains a small, yet present, Polyurethane foam sector. Due to the large consumption in the RAC sector and the sensitivity of the fire extinguisher sector, the projects within KIP Stage 1 will be concentrated on the servicing sector exclusively.

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 93rd meeting. The total funds approved is **US$ 1,177,695** and those funds will be received in three tranches. Of the resources implemented through the UNDP, the first tranche of **USD$ 543,249** is scheduled for 2024-2025, the second tranche of **USD$ 516,677** is scheduled for 2026-2028, and the third tranche of **USD$ 117,769** is scheduled for 2029. These funds will be used to implement activities leading to the 10% reduction in BL of HFCs by 2029, in Trinidad and Tobago.

This phase-down will be addressed in the KIP Stage I, through technical support and investments in the servicing sector mainly, as HFCs are consumed only in that sector according to consumption. The Government of the Republic of Trinidad and Tobago will assist in the implementation of the programme through regular monitoring, guidance and implementation of the different project components.

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Partnerships

The implementation of the Montreal Protocol projects within the refrigeration and air conditioning sector is fostered through collaborative efforts among key stakeholders. The National Ozone Unit (NOU) works in conjunction with the Metal Industries Company- Institute of Technology (MIC-IT), overseeing the Professional Refrigeration & Air-conditioning Certification Scheme. The NOU, committed to supporting the RAC sector, actively conducts training sessions. Furthermore, the NOU collaborates with the Air Conditioning and Refrigeration Industry Association and various training institutions to provide a blended learning approach. This approach is designed to focus on enhancing proper refrigeration practices and elevating skills within the RAC sector. Additionally, the NOU extends its support to border control measures for controlled substances under the Protocol. This involves training and sensitization initiatives for officers from the Trinidad and Tobago Bureau of Standards, Customs Officials, Ministry of Trade and Industry, as well as the Pesticide and Toxic Chemicals Inspectorate.

The National Ozone Unit. The National Ozone Unit (NOU) manages the HPMP. Its roles include: (i) Undertaking the implementation of all project activities, with assistance from Implementing Agencies; (ii) Collecting and organizing information generated by the project; (iii) Coordinating all legal and policy procedures required for the successful implementation; (iv) Coordinating activities with the stakeholders; and (v) Carrying out necessary awareness for the Project's implementation.

United Nations Development Programme. UNDP is designated as the lead implementing Agency for this project. UNDP will be responsible for providing technical support and overseeing 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.

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Risks and Assumptions

Environmental, health and social risks that could jeopardise the implementation of the project must be considered. It is a reality that Trinidad and Tobago is located in an area where natural phenomena such as hurricanes can directly or indirectly affect the implementation of the project. Atypical sanitary situations such as the one that occurred with the COVID-19 pandemic, which paralysed the entire world, affecting the supply of goods, food, etc., must also be considered. In addition, the following should also be considered:

- Changes in government policies or instability in the political landscape could impact project support, or regulations affecting technology adoption.
- Delays or shortages in obtaining necessary equipment, components, or software could impede project timelines and deliverables.
- High upfront cost for low-GWP alternatives and technologies which can potentially limit adoption, especially for small businesses or in developing regions.
- Lack of stakeholder buy-in from importers and retailers which can potentially limit the adoption of low GWP refrigerants.

Stakeholder Engagement

The KIP Stage I 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 is the foundation for systematic and sustainable HFCs phase-down. The roles and responsibilities of each stakeholder and how they will participate in the "network" for project implementation has been detailed in 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 HFC phase-down targets with minimum cost to industry and consumer.

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South-South and Triangular Cooperation (SSC/TrC)

South-South cooperation and knowledge sharing will be promoted among Grenada, St. Kitts, Dominica and other Caribbean countries, where similar implementation strategies are either under development or have been initiated. Knowledge sharing, lessons learnt, and training collaborations would be promoted among each other, which serves to enhance the effectiveness of phase-down activities and the sustainability of project efforts.

Digital Solutions

To the extent of what is possible, Digital Solutions will be incorporated into project implementation, to enhance: communication and knowledge sharing efforts; training delivery; technology application; and energy efficiency promotion.

Knowledge

The results of the project (HFC phase-down) will be regularly reported to the Executive Committee as a requirement. In terms of knowledge products, training manuals will be developed and distributed to training institutions, technicians and others, during workshops held. Finally, it should be noted that KIP Phase I in Trinidad and Tobago will regularly update the database of import/export and national consumption of HFCs and their alternatives, which is owned by the Ministry responsible for environmental matters. The information is cross-checked with data sources from the Ministry of Finance and Trade, customs authorities and data collected directly from enterprises/industries. The database 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 mainly through the database and through working on amending/updating the legislation related to import/export activities. The database can be used for the timely phasing-out of the HCFCs, which 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

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to convert their technology/production into non-HCFCs products will expand their international market with a limited impact to production costs and consumers. This will provide a positive economic return for the industries and on the country.

Each of the activities that make up the strategy for the KIP Stage I for Trinidad and Tobago will gradually reduce the national consumption of HFC for 2029 (10%). Promoting the use of alternative refrigerants with zero or very low GWP is an important component of the strategy. The industrial sector is one of our main stakeholders for the alternative use and reduction of HFCs imports. Another important component is to encourage the recovery and recycling of refrigerant gases among RAC technicians. Finally, the dissemination campaigns will reinforce the use of alternatives. These activities will also contribute to reducing the risk of illicit HFC use in the future.

Gender Dimension

The operational policy on gender mainstreaming for Multilateral Fund-supported projects was approved at the 84th meeting of the Executive Committee and it was requested to apply this policy throughout the project cycle, beginning with projects proposed for consideration at the 85th meeting (Decision 84/92). The objective of the gender policy of the Multilateral Fund is to promote gender mainstreaming (gender equality and women's empowerment - GEWE) in the preparation and implementation of projects funded by the Multilateral Fund, consistent with the gender policies of the implementing agencies. The effective social and labour inclusion of people must be guaranteed for the population, which requires the creation of public policies and programs aimed to reduce the gender gap.

Trinidad and Tobago has developed a National Policy on Gender and Development which utilizes a multi-sectoral approach. The overall goal of this National Policy is to ensure the achievement of full equality between men and women, social justice and effective and sustainable socio-economic development in Trinidad and Tobago. The objectives of this Policy are: (I) improve the quality of life of women and men and girls and boys at all levels of society, (II) strengthen the links between gender equality and sustainable development goals in national development, and (III) promote gender mainstreaming in all Government sectors and within civil society. To this end, this project will leverage existing policies to promote gender mainstreaming within the RAC sector and in so doing promote a

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program for the inclusion of women in the framework of the Kigali Amendment to the Montreal Protocol.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

This project considers updating and improving the GPRAC, it also includes the development of various materials for dissemination (manuals, brochures, etc.), as well as updating the institutional legal and regulatory framework. In order to carry out each of these activities, it will be necessary to consider hiring various services and consultancies; In addition, various services will be required to prepare the various educational and outreach materials. Stage I KIP for Trinidad and Tobago has estimated a cost-effectiveness of USD $5.1 / kg of HFC phase-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 Trinidad and Tobago Government.

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

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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 project 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:

Project Director (also called Executive): individual representing the project ownership who chairs the group. There should be only one project executive, who should normally be a national counterpart.

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, and donors.

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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.

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, to the required standard of quality and within the specified constraints of time and cost. UNDP will appoint the Project Manager in a competitive selection based on UNDP recruitment procedures. 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.

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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 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.

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V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNSDCF/Country [or Regional] Programme Results and Resource Framework: UNDP CPD 2022-2026 Outcome 2: The Caribbean has fully transitioned to a more diversified and sustainable economy that supports inclusive and resilient economic growth.

Outcome indicators as stated in the Country Programme [or Regional] Results and Resources Framework, including baseline and targets: UNDP CPD 2022-2026 IRRF: 1.1.1 Number of countries that have development plans and budgets that integrate intergovernmental-agreed frameworks across the whole-of-government (2030 Agenda for Sustainable Development, Paris Agreement, Beijing Declaration and Platform for Action, SAMOA Pathway, Montreal Protocol, Kigali Amendment)

Applicable Output(s) from the UNDP Strategic Plan: UNDP Strategic Plan 2022-2025 Output 4.2 Public and private investment mechanisms mobilized for biodiversity, water, oceans, and climate solutions

Project title and Quantum Project Number:

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)						DATA COLLECTION METHODS & RISKS
			Value	Year	Year 2024	Year 2025	Year 2026	Year 2027	Year 2028	Year 2029	
Output 1[2] Phase-down of HFCs in line with Montreal Protocol control measures. Control of HFC imports/consumption	**1.1** HFC Reduction Programme in the RAC Servicing Sector.	Yearly imports consumption of HFC (NOU, Customs, Ministry of Trade, Importers)	5,681,787CO2 eq tonnes	2024	5,681,787CO2 eq tonnes	5,681,787CO2 eq tonnes	5,681,787CO2 eq tonnes	5,681,787CO2 eq tonnes	5,681,787CO2 eq tonnes	5,113,608 CO2eq tonnes	Quantitative (surveys) Stakeholder Consultation Verification of HFCs phase-down

[2] The project results framework represents the overarching goal of the KIP Stage 1, which is the phase down of HFCs

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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	N/A
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 discussed with the Project Board to determine actions to be taken to manage risk. The risk log is actively maintained to keep track of identified risks and mitigating actions that have been identified.		N/A
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 by the project team and used to inform management decisions.		N/A
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.		N/A
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 if deemed necessary.		N/A
Project Report	A progress report will be presented to the Project Board and key stakeholders, 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.	Annually, and at the end of the project (final report)		MPD	N/A
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	At least quarterly	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/ TTBS/ MEEI/ MoT/ Customs &	N/A

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Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
	to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.			Excise/ ARIA	

VII. MULTI-YEAR WORK PLAN [34]

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBLE PARTY	PLANNED BUDGET			Planned Budget by Year									
			Funding Source	Account	Budget Description	(1st tranche)	2024	2025	(2nd tranche)	2026	2027	2028	(3rd tranche)	2029	Amount
Output 1:	1.1. Stakeholder sessions to inform the RAC sector of the review and update of the policy and regulatory measures	UNDP / NOU	MLF (63030)	75700	Meetings and Workshops	$ 50,500	$ 2,000	$ 2,000	$ 42,000	$ 1,500	$ 1,500	$ 1,500	$ 16,000	$ 1,500	$ 10,000
Strengthening of institutions related to monitoring, verification	1.2. Consultancy to support the strengthening of national capacities to formulate, adapt or update the policy and regulatory framework including codes and standards for HFC control	UNDP / NOU	MLF (63030)	71300	Local consultant		$ 2,000	$ 2,000		$ 1,500	$ 1,500	$ 1,500		$ 1,500	$ 10,000
and ensuring compliance with the Kigali Amendment	1.3. Three (3) training courses for customs and stakeholders on regulations to control and monitor HFCs and steps to prevent illegal trade	UNDP / NOU	MLF (63030)	75700	Meetings and Workshops		$ 4,000	$ -		$ 4,000	$ -	$ 4,000		$ -	$ 12,000

[3] 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

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

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	1.4. Three (3) training courses for brokers and importers and other authorities on data reporting of HFCs and monitoring of HFC imports and sales	UNDP / NOU	MLF (63030)	75700	Meetings and Workshops		$ -	$ 4,000		$ -	$ 4,000	$ -		$ 4,000	$ 12,000
	1.5. Development of a Border Control Handbook to include HFC´s	UNDP / NOU	MLF (63030)	71200	International Consultant		$ 4,000	$ 4,000		$ 2,000	$ 2,000	$ -		$ 2,000	$ 14,000
		UNDP / NOU	MLF (63030)	74200	Printed materials		$ -	$ -		$ -	$ 2,000	$ -		$ 2,000	$ 4,000
	1.6. Update of the application used by border control officers to include HFCs and development of a border control handbook that includes HFCs	UNDP / NOU	MLF (63030)	71300	Local consultant		$ 2,000	$ 2,000		$ 2,000	$ 2,000	$ -		$ -	$ 8,000
	1.7. Development of a fire extinguishers inventory	UNDP / NOU	MLF (63030)	71300	Local Consultant		$ 5,000	$ -		$ 5,000	$ -	$ -		$ -	$ 10,000
	1.8. Development of a good practice booklet for the maintenance of HFC based portable fire extinguishers, and printing and distribution of 500 copies of the booklet	UNDP / NOU	MLF (63030)	71300	Local consultant		$ 4,500	$ 3,000		$ 1,000		$ -		$ -	$ 8,500
		UNDP / NOU	MLF (63030)	74200	Printing of 500 handbooks		$ -	$ 5,000		$ -	$ -	$ -		$ -	$ 5,000
	1.9. Three (3) awareness raising workshops on best practices in the fire extinguisher sector and the impact of controls and restrictions on the import and use of HFCs in the sector	UNDP / NOU	MLF (63030)	71300	Local consultant		$ -	$ 3,000		$ -	$ 3,000	$ -		$ 3,000	$ 9,000
		UNDP / NOU	MLF (63030)	75700	Meetings and Workshops		$ -	$ 2,000		$ -	$ 2,000	$ -		$ 2,000	$ 6,000
Sub-Total for Output 1															***$ 108,500***

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Output 2:	2.1. Procurement of RAC equipment for training centres for use during training on good service practices and safe	UNDP / NOU	MLF (63030)	72200	Equipment for Training Centres	$ 297,005	$ -	$ 62,470	$ 358,597	$ 67,800	$ -	$ -	$ 82,200	$ -	$ 130,270
Creation and strengthening of capacities to implement new alternatives in a sustainable and safe manner	handling of low-GWP refrigerants and updating training programme for service technicians	UNDP / NOU	MLF (63030)	73700	Equipment delivery (transport)			$ 4,000		$ -					$ 4,000
		UNDP / NOU	MLF (63030)	72100	National consultancy to update training programme and update certification standards			$ 20,000							$ 20,000
		UNDP / NOU	MLF (63030)	74500	Contingencies (5%)		$ -	$ 7,980		$ -	$ -	$ -		$ -	$ 7,980
	2.2. Update of the training materials for the Professional Certification Scheme for RAC technicians and awareness raising workshops for promoting the certification	UNDP / NOU	MLF (63030)	72100	National consultancy to update and approval process of the Labour competence certification for the RAC Sector		$ -	$ 10,500		$ 14,500	$ -	$ -		$ -	$ 25,000
		UNDP / NOU	MLF (63030)	75700	Support 100 technicians to get the Labour		$ -	$ 3,000		$ 1,351	$ -	$ -		$ 3,649	$ 8,000

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					Certification (scholarship) @80 USD per technician.										
	2.3. twenty-four (24) training courses with the updated curricula for 480 RAC technicians and partial financial support to 100 technicians with the best performance in the training courses to obtain the professional certification	UNDP / NOU	MLF (63030)	75700	Meetings and Workshops for technicians		$ -	$ 14,400		$ 19,400	$ 19,400	$ 17,049		$ 1,751	$ 72,000
	2.4. Provision of tools to about 65 RAC technicians and servicing sector companies for the adoption of good practices in the safe handling of commercial refrigeration equipment or systems that operate with HFC	UNDP / NOU	MLF (63030)	72200	Equipment		$ -	$ -		$ -	$ 71,183	$ -		$ 63,469	$ 134,652
	2.5. Update of the electronic registry system for certified technicians	UNDP / NOU	MLF (63030)	71300	Local Consultant		$ -	$ -		$ 10,000	$ -	$ -		$ -	$ 10,000
		UNDP / NOU	MLF (63030)	75700	Meetings and Workshops		$ -	$ -		$ -	$ 1,500	$ 1,500		$ 1,900	$ 4,900
	2.6. Development and printing of training material for good service practices in the MAC sector	UNDP / NOU	MLF (63030)	71300	Local Consultant		$ 5,000	$ -		$ -	$ -	$ -		$ -	$ 5,000
		UNDP / NOU	MLF (63030)	74200	Printed materials		$ -	$ 7,000		$ -	$ -	$ -		$ -	$ 7,000
	2.7. Twenty-five (25) training sessions for 500 technicians on good practices in the MAC sector	UNDP / NOU	MLF (63030)	75700	Meetings and Workshops		$ -	$ 21,000		$ 10,000	$ 10,000	$ 16,569		$ 11,431	$ 69,000

	2.8. Purchase and delivery of 80 pieces of recovery and recycling equipment for the MAC sector	UNDP / NOU	MLF (63030)	72200	Equipment		$ -	$ 141,655		$ 98,345	$ -	$ -		$ -	$ 240,000
Sub-Total for Output 2															***$ 737,802***
Output 3:	3.1. A comparative feasibility study to assess the efficiency, costs, complexity, and environmental impact of the different alternatives to HFCs for large sized commercial refrigeration equipment	UNDP / NOU	MLF (63030)	71200	International Consultant	$ 47,800	$ 20,000	$ 16,800	$ 37,200	$ 10,000	$ 10,200	$ 10,000	$ -	$ -	$ 67,000
Reduction of the installed capacity of HFCs	3.2. Two (2) diagnostic workshops and two (2) dissemination workshops on the findings of the feasibility study	UNDP / NOU	MLF (63030)	71300	Local Consultant		$ 1,000	$ 1,000		$ -	$ -	$ 2,000		$ -	$ 4,000
		UNDP / NOU	MLF (63030)	75700	Meetings and Workshops		$ 3,000	$ 6,000		$ -	$ -	$ 3,000		$ -	$ 12,000
		UNDP / NOU	MLF (63030)	74200	Printed materials		$ -				$ -	$ 2,000		$ -	$ 2,000
Sub-Total for Output 3															***$ 85,000***
Output 4:	4.1. Design of a communication campaign targeting different audiences on topics relating to alternative refrigerants and technologies, and the importance of energy efficiency while using HFCs	UNDP / NOU	MLF (63030)		International Consultants	$ 37,200	$ 6,000	$ 6,000	$ 36,800	$ 6,000	$ -	$ -	$ 10,000	$ -	$ 18,000
Awareness raising of	4.2. Comprehensive media campaign targeting different audiences including	UNDP / NOU	MLF (63030)		Local consultant		$ 3,000	$ 3,000		$ 3,000	$ 3,000	$ 3,000		$ 3,000	$ 18,000

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HFC-free technology	social media, printed materials, and other public media														
	4.3. Four (4) awareness raising workshops on the KIP for end users and stakeholders to assess the media campaign	UNDP / NOU	MLF (63030)		Meetings and Workshops		$ -	$ 3,000		$ 3,000	$ 3,000	$ -		$ 3,000	$ 12,000
	4.4. Development of a product registry of medium and large RAC equipment	UNDP / NOU	MLF (63030)		Local Consultant		$ 7,200	$ 5,000		$ 5,000	$ 2,800	$ -		$ -	$ 20,000
	4.5. Four (4) workshops for the promotion of more efficient lower GWP alternative technologies in, inter alia, the air conditioning and commercial refrigeration sector.	UNDP / NOU	MLF (63030)		International Consultants		$ 4,000	$ -		$ 4,000	$ -	$ 4,000		$ 4,000	$ 16,000
Sub-Total for Output 4															***$ 84,000***
Output 5:	5.1. Diagnostic assessment, design, implementation and monitoring of the action plan to promote gender mainstreaming	UNDP / NOU	MLF (63030)		Local consultant for the consultancy	$ 17,000	$ 2,500	$ 2,500	$ 8,000	$ -	$ -	$ -	$ -	$ -	$ 5,000
Gender mainstreaming		UNDP / NOU	MLF (63030)		National consultant for the design, implementation and monitoring of the action plan		$ 2,000	$ 2,000		$ 2,000	$ 2,000	$ -		$ -	$ 8,000
	5.2. Three (3) awareness raising and training workshops for institutions on gender mainstreaming	UNDP / NOU	MLF (63030)		Meetings and Workshops		$ -	$ 2,000		$ -	$ 2,000	$ 2,000		$ -	$ 6,000

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	5.3. Design and publication of awareness materials to promote gender mainstreaming while implementing KIP activities	UNDP / NOU	MLF (63030)		National Consultant		$ 4,000	$ -		$ -	$ -	$ -		$ -	$ 4,000
		UNDP / NOU	MLF (63030)		Printed materials		$ 2,000	$ -		$ -	$ -	$ -		$ -	$ 2,000
Sub-Total for Output 5															***$ 25,000***
Output 6:	6.1. Project coordination and monitoring	UNDP / NOU	MLF (63030)		Consumption report	$ 79,968	$ 11,569	$ 11,569	$ 40,856	$ -	$ 11,569	$ -	$ 11,569	$ 11,569	$ 46,276
Project coordination and monitoring	6.2. Consultants	UNDP / NOU	MLF (63030)		International consultants		$ 15,000	$ 15,000		$ 12,787	$ -	$ -		$ -	$ 42,787
	6.3. Travel	UNDP / NOU	MLF (63030)		Travels		$ 750	$ 750		$ 500	$ 500	$ 500		$ -	$ 3,000
	6.4. Workshops and meetings	UNDP / NOU	MLF (63030)		Meetings and Workshops		$ 5,000	$ 5,000		$ -	$ -	$ -		$ -	$ 10,000
	6.5. Expenses (Direct Project Costs)	UNDP / NOU	MLF (63030)		Expenses		$ 5,000	$ 10,330		$ 10,000	$ 5,000	$ 5,000		$ -	$ 35,330
Sub-Total for Output 6															***$ 137,393***
GMS[5]															***$ 82,439***
TOTAL project															***$1,177,695***

[5] Not included in Project Total

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VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and Responsibilities

National Ozone Unit (NOU).

General responsibilities.

The NOU was established within the then Ministry of Environment by the Government and UNDP for the overall coordination of ODS Phase-out programme in Trinidad and Tobago and to act as a national focal point for the implementation of the Montreal Protocol. The NOU currently resides within the Ministry of Planning and Development (MPD). The operations of the NOU are funded by the MLF through the Institutional Strengthening Programme, implemented by UN Development Programme and executed nationally by 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. The NOU seeks the advice of representatives from governmental authorities, NGOs, the private sector and academia on a regular basis.

Specific responsibilities.

The NOU will be responsible for the overall coordination of the KIP including operational planning, supervision, administrative and financial management. It will run the project (implementation, supervisor and management) on a day-to-day basis on behalf of the Implementing Partner 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 KIP 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 with support from UNDP;
- Overall responsibility for monitoring and supervision of activities, including the monitoring of consumption;

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- Generation of annual reports on the progress of implementation of the KIP to submit to the Executive
- 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 HFCS consumption data;
- Facilitate servicing industry consultations;
- Communicate and disseminate public information and conduct awareness/outreach initiatives/programmes;
- Incorporate some elements of gender perspective.

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.

- Recruitment of expert (s) and project staff as required;
- Support NOU/MPD in ensuring an effective and smooth process in the project plans/activities;
- Support NOU/MPD 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/MPD and stakeholders on alternative technologies and technology transfer;
- Ensuring performance verification and disbursements in accordance with the KIP
- Agreement between the Executive Committee of the Multilateral Fund and Government of the Republic of Trinidad and Tobago.

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Ministry of Planning & Development (MPD).

The Ministry of Planning & Development will act as the Senior Beneficiary of the project. MPD 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 MPD in consultation with the UNDP 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. 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, the final decision shall rest with the UNDP Management.

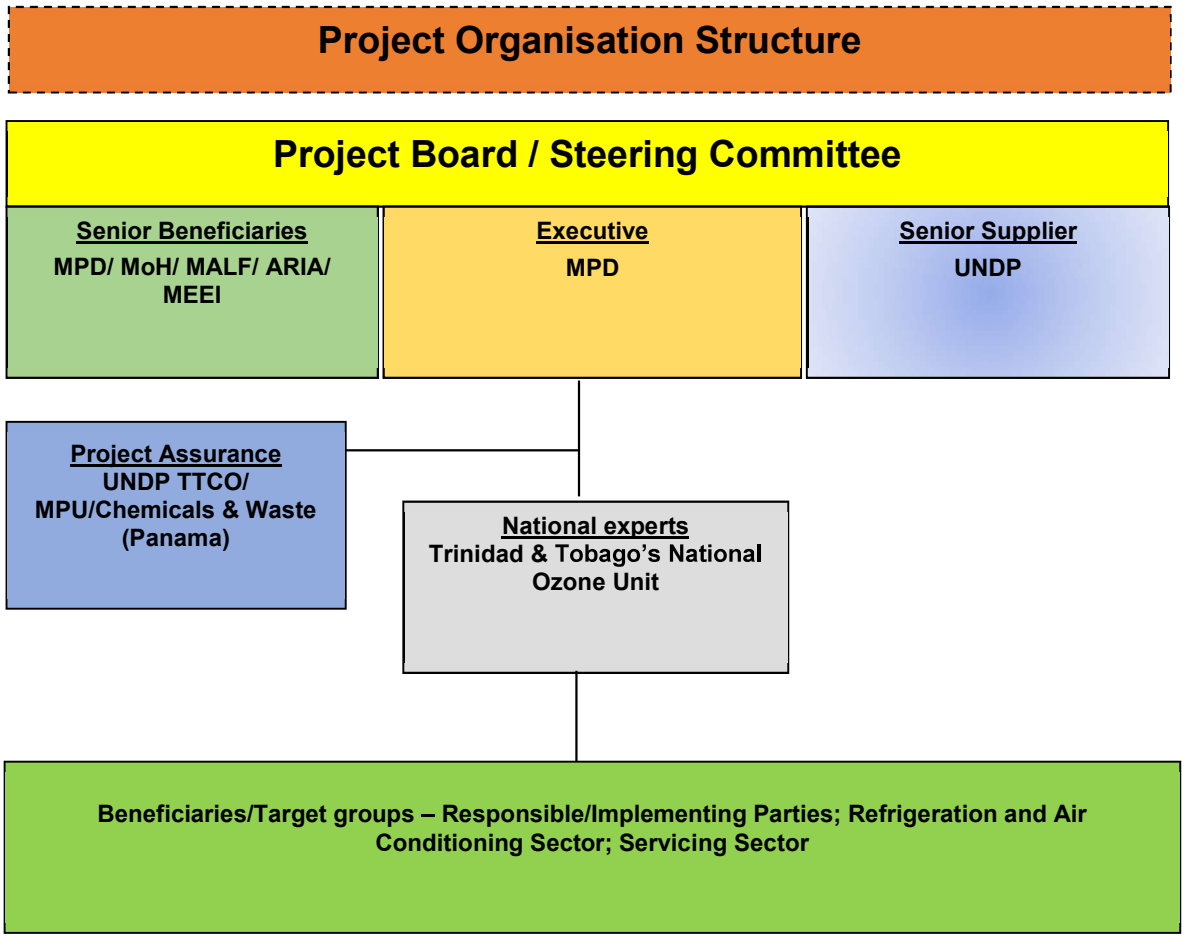
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The Project Board will comprise representatives of UNDP, MPD, NOU (UNDP also representing the Multilateral Fund - Senior Supplier of the project) and other entities as agreed between UNDP and the Government. It will meet as necessary, but not less than once per quarter, 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.

Roles.

- 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.

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IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the Republic of Trinidad and Tobago and UNDP, signed in 1976. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the Ministry of Planning and Development in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

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.

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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:

    a. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
    b. 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;
    c. 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;
    d. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
    e. 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

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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.

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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.

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ANNEXES

1. **Project Document approved by the Executive Committee.**

2. **Agreement between the Government of Trinidad and Tobago and the Executive Committee for stage I of the KIP.**

3. **Social and Environmental Screening Template**

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Annex 1. Project Document approved by the Executive Committee

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UNITED NATIONS **EP**

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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-third Meeting
Montreal, 15-19 December 2023
Items 9(c) and 9(d) of the provisional agenda[6]

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 II, second tranche) UNDP

[6] UNEP/OzL.Pro/ExCom/93/1

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Phase-down

- Kigali HFC implementation plan (stage I, first tranche) UNDP

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PROJECT EVALUATION SHEET – MULTI-YEAR PROJECTS

Trinidad and Tobago

(I) PROJECT TITLE	AGENCY
Kigali HFC implementation plan (stage I)	UNDP (lead)

(II) LATEST ARTICLE 7 DATA (Annex F)	**Year:** 2022	2,038.93 mt	4,597,414 CO_2-eq tonnes

(III) LATEST COUNTRY PROGRAMME SECTORAL DATA (CO_2-eq tonnes)									**Year:** 2022
Chemical	Aerosol	Foam	Firefighting	AC and refrigeration			Solvent	Other	Total sector consumption
				Manufacturing		Servicing			
				AC	Other				
HFC-32						1,600			1,600
HFC-125						0			0
HFC-134a						1,201,429			1,201,429
HFC-143a						0			0
HFC-152a						131			131
HFC-227ea						27,434			27,434
HFC-365mfc						21,922			21,922
R-404A						1,742,367			1,742,367
R-407A						0			0
R-407C						139,070			139,070
R-407F						2,646			2,646
R-408A						0			0
R-410A						1,157,080			1,157,080
R-417A						5,302			5,302
R-438A						3,623			3,623
R-448A						14			14
R-449A						6,282			6,282
R-507A						288,514			288,514
R-507C						0			0

(IV) AVERAGE 2020-2022 HFC CONSUMPTION IN SERVICING	2,082.90 mt	4,733,814 CO_2-eq tonnes

(V) CONSUMPTION DATA (CO_2-eq tonnes)

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Baseline: average 2020-2022 HFC consumption plus 65% of HCFC baseline	568,179	Starting point for sustained aggregate reductions	TBD
CONSUMPTION ELIGIBLE FOR FUNDING			
Already approved	0	Remaining	TBD

(VI) ENDORSED BUSINESS PLAN		**2023**	**2024**	**2025**	**Total**
UNDP	HFC phase-down (CO_2-eq tonnes)	0.0	0.0	0.0	0.0
	Funding (US $)	707,597	0	0	707,597

(VII) PROJECT DATA			**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**Total**
Consumption (CO_2-eq tonnes)	Montreal Protocol limits		n/a	5,681,787	5,681,787	5,681,787	5,681,787	5,113,608	5,113,608	n/a
	Maximum allowable		n/a	5,681,787	5,681,787	5,681,787	5,681,787	5,113,608	5,113,608	n/a
Amounts requested in principle (US $)	UNDP	Project costs	543,249	0	0	516,677	0	0	117,769	1,177,695
		Support costs	38,028	0	0	36,167	0	0	8,244	82,439
Amounts recommended in principle (US $)	Total project costs		543,249	0	0	516,677	0	0	117,769	1,177,695
	Total support costs		38,028	0	0	36,167	0	0	8,244	82,439
	Total funds		581,277	0	0	552,844	0	0	126,013	1,260,134

(VIII) Request for approval of funding for the first tranche (2023)		
Implementing agency	**Funds recommended (US $)**	**Support costs (US $)**
UNDP	543,249	38,028
Total	543,249	38,028

Secretariat's recommendation:	Individual consideration – all technical and cost issues resolved

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PROJECT DESCRIPTION

On behalf of the Government of Trinidad and Tobago, UNDP as the designated implementing agency has submitted a request for stage I of the Kigali HFC implementation plan (KIP), at the amount of US $1,177,695, plus agency support costs of US $82,439, as originally submitted.[7]

The implementation of stage I of the KIP will assist the Government of the Republic of Trinidad and Tobago in meeting the target of 10 per cent reduction from its HFC baseline consumption by 1 January 2029.

The first tranche of stage I of the KIP being requested at this meeting amounts to US $545,107, plus agency support costs of US $38,158 for UNDP, as originally submitted, for the period of January 2024 to December 2026.

Background

The Government of the Republic of Trinidad and Tobago ratified all amendments to the Montreal Protocol, including the Kigali Amendment on 17 November 2017. Trinidad and Tobago has an HCFC consumption baseline of 46.0 ODP tonnes or 833.75 metric tonnes (mt) and is set to completely phase out consumption of HCFCs by 1 January 2030.[8]

Status of implementation of the HCFC phase-out management plan

Stage I of the HPMP for Trinidad and Tobago was approved at the 64th meeting of the Executive Committee[9] to meet the 35 per cent reduction from the baseline by 2020, resulting in the phase-out of 17.7 ODP tonnes of HCFCs, at a total cost of US $1,462,733, plus agency support costs.

[7] As per the letter of 24 August 2023 from the Ministry of Planning and Development of Trinidad and Tobago to UNDP.

[8] Except for those HCFCs allowed for a servicing tail between 2030 and 2040, where required, consistent with the provisions of the Montreal Protocol.

[9] Decision 64/46

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Stage II of the HPMP for Trinidad and Tobago was approved at the 86th meeting[10] to reduce HCFC consumption by 100 per cent from the baseline by 2030, at a total cost of US $1,662,520, plus agency support costs. Stage II of the HPMP will be completed by 31 December 2031, as stipulated in the Agreement between the Government of Trinidad and Tobago and the Executive Committee.

Status of implementation of HFC-related activities

At the 74th meeting, Trinidad and Tobago received funding to conduct a survey on the use of alternatives to ozone depleting substances (ODS) (US $110,000), which was completed in September 2017. At the 80th meeting, the country received funding to implement the enabling activities for HFC phase-down (US $150,000), which were completed in June 2020. These activities assisted the country *inter alia* in reviewing existing legislation on the identification, management and control of substances controlled by the Montreal Protocol; identifying gaps in the legislation framework and in implementation capacity, that need to be addressed for the implementation of the Kigali Amendment and proposing interventions to better integrate stakeholders, undertake sound consultation processes and strengthen the ratification process; designing a quota distribution model for HFCs taking into consideration that substances need to be reported in CO_2-equivalent (CO_2-eq) tonnes and training for national ozone officers and other related stakeholders on energy efficiency; raising awareness on the ratification and implementation processes of the Kigali Amendment; developing a cooling strategy proposal; and reviewing HFC data consumption and preparing a study on consumption and projection, including an analysis of energy consumption in the main sectors and substances.

Stage I of the Kigali HFC implementation plan

Policy, regulatory and institutional frameworks

The ODS licensing system was established in Trinidad and Tobago in 1999, and is implemented by the Ministry of Trade and Industry, the Bureau of Standards, the Customs and Excise Division, the Pesticides and Toxic Chemical Inspectorate and the NOU. The policy of the licensing system is to reduce the importation of ODS over time consistent with the phase-out schedule of the Montreal Protocol. This has been achieved by the inclusion of ODS and ODS-dependent technology on the Import and Export Negative Lists with only licensed importers being allowed to import controlled quantities of the substances. The

[10] Decision 86/81

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Import and Export Negative Lists have been periodically updated to reflect the amendments to the Montreal Protocol, including the Kigali Amendment.

HFCs are classified as toxic chemicals under the Pesticides and Toxic Chemicals Act 1979 and the Toxic Chemicals Regulations 2007 of Trinidad and Tobago, and importers are required to apply for an import license and premise registration from the Registrar of Pesticides and Toxic Chemicals under the Chemistry, Food and Drugs Division of the Ministry of Health.

In addition, the Government of Trinidad and Tobago has a Climate Change Policy, approved in 2011, which has among its objectives to reduce or avoid greenhouse gases from all emitting sectors. This policy also applies, to the extent possible, to the selection of equipment replacement technologies.

A new regulation has been designed to establish a quota mechanism for the import of HFCs, in pure form or blends. The import of HFCs will be reduced in line with the country's consumption reduction plan, consistent with its commitments under the Kigali Amendment, from 1 January 2024 to 1 January 2045. The NOU will issue annual HFC import quotas in metric tonnes in accordance with the Montreal Protocol control targets. The regulation also differentiates between higher- and lower-GWP HFCs, including HFC blends. Based on the country's consumption reduction plan, the quotas for high-GWP HFCs will be reduced year by year, thus resulting in higher supply of lower-GWP HFCs.

HFC consumption

Trinidad and Tobago only imports HFCs for use in the refrigeration and air-conditioning (RAC) servicing sector. In 2022, Trinidad and Tobago consumed R-404A (37.9 per cent of total HFC consumption in CO_2-eq tonnes), HFC-134a (26.1 per cent), R-410A (25.2 per cent), R-507A (6.3 per cent), R-407C (3 per cent), and other HFCs. Table 2 presents the country's HFC consumption as reported to the Ozone Secretariat under Article 7 of the Montreal Protocol.

Table 2. HFC consumption in Trinidad and Tobago (2019–2022 Article 7 data)

HFC	GWP	2019	2020	2021	2022	Share of HFC consumption in 2022 (%)
Mt						
HFC-32	675	2.59	1.50	4.19	2.37	0.1
HFC-125	3,500	0.0	0.14	0.0	0.0	0.0
HFC-134a	1,430	344.49	543.07	893.88	840.16	41.2

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HFC	GWP	2019	2020	2021	2022	Share of HFC consumption in 2022 (%)
HFC-143a	4,470	0.0	0.92	0.0	0.0	0.0
HFC-152a	124	1.53	2.07	3.54	1.06	0.1
HFC-227ea	3,220	64.31	59.94	0.0	8.52	0.4
HFC-365mfc	794	0.0	0.0	0.0	27.61	1.4
R-404A	3,922	123.54	306.68	516.08	444.30	21.8
R-407A	2,107	1.13	22.94	22.60	0.0	0.0
R-407C	1,774	93.54	134.03	244.38	78.40	3.8
R-407F	1,825	2.57	0.51	0.24	1.45	0.1
R-408A	2,301	0.0	2.0	0.0	0.0	0.0
R-410A	2,088	564.71	833.60	482.49	554.29	27.2
R-417A	2,346	3.54	2.27	4.52	2.26	0.1
R-438A	2,264	0.23	2.16	0.0	1.60	0.1
R-448A	1,386	0.03	0.0	0.0	0.01	0.0
R-449A	1,396	0.0	0.0	0.0	4.50	0.2
R-507A	3,985	52.50	5.67	99.55	72.40	3.6
R-507C	3,985	0.0	45.83	0.0	0.0	0.0
Others	-	0.0	2.59	0.0	0.0	0.0
Total (mt)		**1,254.71**	**1,965.92**	**2,271.47**	**2,038.93**	**100**
CO_2-eq tonnes						
HFC-32	675	1,748	1,013	2,828	1,600	0.0
HFC-125	3,500	0	490	0	0	0.0
HFC-134a	1,430	492,621	776,590	1,278,248	1,201,429	26.1
HFC-143a	4,470	0	4,112	0	0	0.0
HFC-152a	124	190	257	439	131	0.0
HFC-227ea	3,220	207,078	193,007	0	27,434	0.6
HFC-365mfc	794	0	0	0	21,922	0.5
R-404A	3,922	484,474	1,202,676	2,023,859	1,742,367	37.9
R-407A	2,107	2,381	48,335	47,618	0	0.0
R-407C	1,774	165,926	237,749	433,493	139,070	3.0
R-407F	1,825	4,689	930	438	2,646	0.1
R-408A	2,301	0	4,602	0	0	0.0
R-410A	2,088	1,178,832	1,740,140	1,007,198	1,157,080	25.2
R-417A	2,346	8,305	5,325	10,604	5,302	0.1
R-438A	2,264	521	4,891	0	3,623	0.1
R-448A	1,386	42	0	0	14	0.0
R-449A	1,396	0	0	0	6,282	0.1
R-507A	3,985	209,213	22,595	396,707	288,514	6.3
R-507C	3,985	0	182,633	0	0	0.0
Others	-	0	0	0	0	0.0
Total (CO_2-eq tonnes)		**2,756,019**	**4,425,345**	**5,201,433**	**4,597,414**	**100**

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The overall growth in HFC consumption was mainly due to the reduction in consumption of HCFCs and the wide availability of HFC-based technologies that substituted HCFCs. It is also due to the combination of increase in income levels and higher temperatures experienced in the country, which resulted in an increase in RAC systems including vehicles with mobile air-conditioning (MAC).

Country programme implementation report

The sectoral HFC consumption data provided by the Government of Trinidad and Tobago in its country programme implementation report for 2022 is consistent with the data reported under Article 7 of the Montreal Protocol.

HFC distribution by sector

HFCs are mainly consumed for servicing in centralized refrigeration systems (34.4 per cent in mt and 38.7 per cent in CO_2-eq tonnes), followed by commercial refrigeration (21.5 per cent in mt and 16.7 per cent in CO_2-eq tonnes), residential air-conditioning (16.8 per cent in mt and 15.9 per cent in CO_2-eq tonnes), commercial air-conditioning (13.2 per cent in mt and 9.6 per cent in CO_2-eq tonnes) and other subsectors, as shown in table 3.

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Table 3. HFC consumption in the refrigeration and air-conditioning servicing subsectors (2022) *

Sector	HFC-134a	R-410A	R-407C	R-507A	R-404A	Total	Share of total (%)
mt							
Refrigeration subsectors							
Domestic	9.36	0.0	0.0	0.0	0.0	9.36	0.5
Commercial	272.13	0.0	113.66	32.67	0.0	418.46	21.5
Industrial	0.0	0.0	0.0	0.0	165.50	165.50	8.5
Centralized systems	324.54	79.62	0.0	50.82	212.90	667.88	34.4
Reefer container	17.75	0.0	0.0	0.0	0.0	17.75	0.9
Subtotal Refrigeration	*623.78*	*79.62*	*113.66*	*83.49*	*378.40*	*1278.95*	*65.8*
Air-conditioning subsectors							
Residential	0.0	327.31	0.0	0.0	0.0	327.31	16.8
Commercial	185.08	70.73	0.0	0.0	0.0	255.81	13.2
Industrial	3.96	21.22	0.0	0.0	0.0	25.18	1.3
MAC	44.39	2.75	9.82	0.0	0.0	56.96	2.9
Subtotal Air-conditioning	*233.43*	*422.01*	*9.82*	*0.0*	*0.0*	*665.26*	*34.2*
Total	**857.21**	**501.63**	**123.48**	**83.49**	**378.40**	**1,944.21**	**100**
CO_2-eq tonnes							
Refrigeration subsectors							
Domestic	13,384	0	0	0	0	13,384	0.3
Commercial	389,148	0	201,614	130,172	0	720,933	16.7
Industrial	0	0	0	0	649,025	649,025	15.1
Centralized systems	464,092	166,207	0	202,518	834,909	1,667,725	38.7
Reefer container	25,388	0	0	0	0	25,388	0.6
Subtotal Refrigeration	*892,012*	*166,207*	*201,614*	*332,690*	*1,483,933*	*3,076,455*	*71.4*
Air-conditioning subsectors							
Residential	0	683,265	0	0	0	683,265	15.9
Commercial	264,665	147,642	0	0	0	412,307	9.6
Industrial	5,663	44,292	0	0	0	49,954	1.2
MAC	63,476	5,743	17,424	0	0	86,643	2.0
Subtotal Air-conditioning	*333,804*	*880,942*	*17,424*	*0*	*0*	*1,232,169*	*28.7*
Total	**1,225,816**	**1,047,148**	**219,038**	**332,690**	**1,483,933**	**4,308,624**	**100**

*Data in this table is based on best estimates on servicing consumption, and thus is different from Article 7 data.

Refrigeration and air-conditioning servicing sector

There are 1,008 service workshops consuming HFCs. The exact number of technicians servicing RAC equipment is not available; however, based on inputs available from a field survey, it is estimated at over 2,000, in both formal and informal set-ups. Currently, low-GWP refrigerants are used in the refrigeration sector (e.g., R-600a in domestic refrigerators and R-290 in commercial refrigeration), and use of such refrigerants in air-conditioning applications (e.g., R-290) is low.

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Domestic, industrial and transport refrigeration

Both HFCs and low-GWP alternatives are used in domestic, industrial and transport refrigeration servicing applications. The use of R-600a is prevalent in domestic refrigeration equipment; with time and with retirement of HFC-based domestic refrigerators, the demand for HFCs in this application is expected to decrease. In the industrial and transport refrigeration servicing applications, the market penetration of low-GWP alternatives is low; these applications are dependent on high-GWP refrigerants such as HFC-134a and R-404A.

Centralized refrigeration systems

The centralized systems comprise cold rooms and storage, and logistic centres for refrigerated products. This equipment uses HFC-134a, R-404A, R-410A, and R-507A. This sector experiences high levels of service demand and has the highest consumption both in metric tonnes and in GWP terms.

Commercial refrigeration equipment
The commercial refrigeration sector, both in self-contained systems and in refrigeration chambers, is one of the largest consumers of HFCs, as this equipment are widespread and experience high leakage rates due to the nature of use. This sector involves storage, distribution, and sales of refrigerated goods, and the main HFCs consumed are HFC-134a, R-407C and R-507A.

Residential and commercial air-conditioning

Residential and commercial air-conditioning systems are used extensively. Due to the tropical weather conditions, the population of equipment in households and commercial establishments is experiencing high growth and servicing demand for this equipment is high. These applications mainly consume HFC-134a and R-410A.

Mobile air-conditioning

HFC-134a is the main refrigerant consumed in this sector. The service technicians are distributed across the country. The use of HFC-free alternatives (e.g., HFO-1234yf) is limited. Since most of the vehicles used in the country are old, the use of HFC-134a is expected to continue in the future.

<u>Phase-down strategy for stage I of the Kigali HFC implementation plan</u>

Overarching strategy

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The Government of Trinidad and Tobago is proposing two stages for the KIP. Stage I is to be implemented simultaneously with the HPMP until 2029. Stage II is expected to cover a period of 15 years (from 2030 to 2045).

Established HFC baseline and proposed reductions

The Government of Trinidad and Tobago reported its Article 7 data for 2020-2022. By adding 65 per cent of the HCFC baseline in CO_2-eq tonnes to the average HFC consumption in 2020-2022, the established HFC baseline is 5,681,787CO_2-eq tonnes, as shown in table 4.

Table 4. HFC baseline for Trinidad and Tobago (CO_2-eq tonnes)

Baseline calculation components	2020	2021	2022
HFC annual consumption	4,425,345	5,201,433	4,597,414
HFC average consumption in 2020-2022			4,741,397
HCFC baseline (65%)			940,390
HFC baseline			**5.681,787**

The consumption of HFCs in different applications is expected to increase due to reasons explained in paragraph 32 above. If no actions are taken, projections estimated at a conservative growth rate of 2 per cent from 2023 to 2030 would result in the country exceeding the Montreal Protocol consumption limits in 2029 and 2030, as shown in table 5.

Table 5. Unconstrained scenario of HFC consumption forecast at 2 per cent growth rate (CO_2-eq tonnes)

	2023	2024	2025	2026	2027	2028	2029	2030
Montreal Protocol consumption limits	n/a	568,179	568,179	568,179	568,179	568,179	5,113,608	5,113,608
HFC consumption growing at an annual rate of 2%	4,597,414 *	4,689,362	4,783,150	4,878,813	4,976,389	5,075,917	5,177,435	5,280,984
Required HFC reductions	n/a	0	0	0	0	0	-63,827	-167,376
Estimated reductions from baseline by 2030								**400,803**

* Assuming same levels of consumption as 2022.

It is, therefore, necessary that activities to reduce demand for HFCs are implemented in the country as soon as possible to curtail consumption growth of HFCs. In light of this, the Government is proposing to achieve a consumption level that is 10 per cent below the HFC baseline by 2029, which would result in a reduction of 568,179CO_2-eq tonnes of HFCs compared to the baseline level.

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Proposed activities

The Government of Trinidad and Tobago proposes to follow a strategy for controlling HFC consumption growth in stage I of the KIP through a combination of policies and regulations for controlling and monitoring HFC imports and consumption in line with the Kigali Amendment targets; service sector activities targeting high HFC consuming sectors; activities to promote the adoption of low-GWP technologies in commercial refrigeration and industrial RAC applications; and awareness and outreach activities on the implementation of HFC phase-down and the adoption of low-GWP alternatives. The Government recognises that the country could experience high growth in HFC consumption and proposes to implement activities to minimise growth in population of HFC-based equipment during stage I of the KIP.

The different elements of the KIP for Trinidad and Tobago with their cost breakdown are presented below:

Strengthening of institutions related to monitoring, verification and ensuring compliance with the Kigali Amendment: Stakeholder sessions to inform the RAC sector of the review and update of the policy and regulatory measures; consultancy to support the strengthening of national capacities to formulate, adapt or update the policy and regulatory framework including codes and standards for HFC control; three training courses for customs and stakeholders on regulations to control and monitor HFCs and steps to prevent illegal trade; three training courses for brokers and importers and other authorities on data reporting of HFCs and monitoring of HFC imports and sales; four training courses for border control officers and other relevant actors/authorities on, *inter alia*, revision of the policy and legal framework, illegal trade, new alternatives, revised standards, and imports; update of the application used by border control officers to include HFCs and development of a border control handbook that includes HFCs; development of a fire extinguishers inventory; development of a good practice booklet for the maintenance of HFC-based portable fire extinguishers, and printing and distribution of 500 copies of the booklet; three awareness raising workshops on best practices in the fire extinguisher sector and the impact of controls and restrictions on the import and use of HFCs in the sector (US $102,500);

Creation and strengthening of capacities to implement new alternatives in a sustainable and safe manner: Procurement of RAC equipment to training centres for use during training on good service practices and safe handling of low-GWP refrigerants and updating training programme for service technicians

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(US $167,580); update of the training materials for the Professional Certification Scheme for RAC technicians and awareness raising workshops for promoting the certification; 15 training courses with the updated curricula for 300 RAC technicians and partial financial support to 100 technicians with the best performance in the training courses to obtain the professional certification; provision of tools to about 65 RAC technicians and servicing sector companies for the adoption of good practices in the safe handling of commercial refrigeration equipment or systems that operate with HC; update of the electronic registry system for certified technicians (US $220,752); development and printing of training material for good service practices in the MAC sector; 15 training sessions for 300 technicians on good practices in the MAC sector; purchase and delivery of 80 recovery and recycling equipment for the MAC sector (US $327,000) (Total: US $715,332);

Reduction of the installed capacity of HFCs: A comparative feasibility study to assess the efficiency, costs, complexity, and environmental impact of the different alternatives to HFCs for large-sized commercial refrigeration equipment; two diagnostic workshops and two dissemination workshops on the findings of the feasibility study; coordination and promotion of a project for the early retirement of inefficient RAC systems; two training courses for 15 to 20 scraping centres personnel and service technicians on end-user management of HFC-based equipment; public awareness campaign to promote the equipment retirement project; provision of four tool kits (e.g., recovery machines, recovery cylinders, tools and accessories for recovering refrigerants) to two scraping centres (US $143,800);

Awareness raising of HFC-free technology: Design of a communication campaign targeting different audiences on topics relating to alternative refrigerants and technologies, and the importance of energy efficiency while using HFCs; comprehensive media campaign targeting different audiences including social media, printed materials, and other public media; four awareness raising workshops on the KIP for end users and stakeholders to assess the media campaign; development of a product registry of medium and large RAC equipment; four workshops for the promotion of more efficient lower-GWP alternative technologies in, *inter alia*, the air-conditioning and commercial refrigeration sector (US $84,000); and

Gender mainstreaming: Diagnostic assessment, design, implementation and monitoring of the action plan to promote gender mainstreaming; three awareness raising and training workshops for institutions on gender

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mainstreaming; design and publication of awareness materials to promote gender mainstreaming while implementing KIP activities (US $25,000).

Project implementation, coordination and monitoring

The NOU, with support from UNDP, will monitor and follow up on policies and project implementation to ensure compliance with the targets, prepare annual progress reports and tranche implementation and verification reports, and organize meetings with stakeholders. The total cost of US $107,063 includes the following cost breakdown: consultant (US $90,000); monitoring travels (US $5,063); verification reports (US $12,000).

Gender policy implementation

In line with decisions 84/92(d), 90/48(c) and 92/40(b), the Government of Trinidad and Tobago will promote the participation of women in programmes or activities under the KIP that require the contracting of consultancy, supervision, and training services. The participation of women in activities involving workshops and training for the service sector will also be promoted, and capacity building of NOU staff on gender mainstreaming policies and good practices that can be followed to maximise participation of women in different activities will be undertaken.

Total cost of stage I of the Kigali HFC implementation plan

The budget for stage I has been established at US $1,177,695. The cost of activities in the refrigeration servicing sector has been established in line with decision 92/37.

Coordination of activities in the servicing sector under HCFC phase-out and HFC phase-down plans

Stage I of the KIP will be implemented in three tranches. The schedule of HFC phase-down and HCFC phase-out commitments, and the activities and associated costs of stage I of the KIP and stage II of the HPMP are presented in annexes I and II, respectively, to the present document.

Implementation of the first tranche of stage I of the Kigali HFC implementation plan

The first funding tranche of stage I of the KIP, in the total amount of US $545,107, will be implemented between January 2024 and December 2026 and will include the following activities:

Strengthening of institutions related to monitoring, verification and ensuring compliance with the Kigali Amendment: Review and update of legal measures; regulatory impact assessment of the proposed measures; at least one training

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session with institutions and associations on legal measures to control and reduce HFC emissions and consumption; one training course for customs, stakeholders and authorities on the control on the import and trade of HFCs and HFC-based equipment; one training course for brokers, importers and other authorities on data reporting of HFCs and monitoring of HFC imports and sales; update of the policy and legal framework, strengthening of the licensing and quota system, and update and implementation of the Customs Registry System and Harmonized Customs codes, including the update of the application used by border control officers, and development of a border control handbook, to include HFCs; development of a good practice booklet for the maintenance of HFC-based portable fire extinguishers and edition and printing of 500 copies of the booklet; one awareness raising workshop on best practices in the fire extinguisher sector and the impact of HFC import controls and restrictions on the sector (US $46,250);

Creation and strengthening of capacities to implement new alternatives in a sustainable and safe manner: Procurement and delivery of basic training modules for natural refrigerant management at four training centres; five training courses with the updated curricula for at least 100 technicians; update of the labour competence certification standard; financial support to at least 37 technicians to obtain the certification; provision to 25 RAC technicians of the minimum tools required for the installation and servicing of HC-based equipment and systems; update of the electronic registry system for certified technicians; identification of 60 service and maintenance MAC system workshops with high volume of refrigerant consumption; nine training sessions for 135 technicians on good practices in the MAC sector; procurement and distribution of 52 recovery and recycling equipment for the MAC sector (US $358,559);

Reduction of the installed capacity of HFCs: Initial diagnosis of the conditions of the commercial refrigeration sector and design of the comparative feasibility study to assess the different alternatives to HFCs; one diagnostic workshop with the different sub-sectors in the commercial refrigeration on the findings of the feasibility study; preparation of the retirement project of inefficient RAC systems; one training course for scraping centre personnel and service technicians on end user management of HFC-based equipment; public awareness campaign to promote the equipment retirement project; provision of two tool kits to one scraping centre (US $49,900);

Awareness raising of HFC-free technology: Design of a communication campaign

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addressing topics relating to alternative refrigerants and technologies, and the importance of energy efficiency while using HFCs; comprehensive media campaign including social media, printed materials, and other public media; one awareness raising workshop on the KIP for end-users and stakeholders to assess the media campaign; development of a product registry of medium and large HFC end-users in the RAC sector; two workshops for the promotion of more efficient lower-GWP alternative technologies (US $37,200);

Gender mainstreaming: Diagnostic assessment, design, implementation and monitoring of the action plan to promote gender mainstreaming; one awareness raising and training workshop for institutions on gender mainstreaming; design and publication of dissemination material to promote gender mainstreaming (US $12,500); and

Project coordination and monitoring (US $40,699) with the following cost breakdown: consultants (US $30,000); travel (US $3,699); workshops and meetings (US $4,500); and office expenses (US $2,500).

SECRETARIAT'S COMMENTS AND RECOMMENDATION

COMMENTS

The Secretariat reviewed stage I of the KIP for Trinidad and Tobago in light of the existing policies and guidelines of the Multilateral Fund, including decision 92/37,[11] stage II of the HPMP, and the 2023-2025 business plan of the Multilateral Fund.

Overarching strategy

The Kigali Amendment allows for growth in HFC consumption up to a baseline level. However, to avoid such a growth, the Government of Trinidad and Tobago is requesting funds for stage I of the KIP to sustainably reduce HFC growth to reach consumption levels of 10 per cent below the HFC baseline by 2029; further, when future tranches of stage II of the HPMP are submitted, the Government would take other actions to minimise substitution of HCFCs with high-GWP HFCs during HPMP implementation.

In line with decision 87/50(g)(iii), the proposal includes the following early actions to limit the growth of HFCs: adoption of better servicing practices including recovery and reuse of

[11] Decision on the level and modalities of funding for HFC phase-down in the refrigeration servicing sector.

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HFCs, that would help reduce HFC emissions during servicing, maintenance and end-of-life disposal of equipment; training on safe use of alternative non-HFC refrigerants; control and monitoring of HFC consumption level; awareness raising and promotion of activities for the adoption of low-/lower-GWP refrigerant-based alternatives; and policies to avoid establishing any new manufacturing capacities of equipment and products using HFCs and to actively promote reduction and cessation of the use of HFC-based domestic refrigerators and self-contained commercial refrigeration equipment. UNDP explained that specific dates for the adoption of regulations for prohibiting import and sale of HFC-based equipment would be decided upon after stakeholder consultations and keeping in view the market factors and technology trends relating to alternatives in order to achieve sustainable reductions in HFC consumption. It was also agreed that UNDP would continue to report on the status of implementation of regulations for the adoption of low-/lower-GWP refrigerant-based alternatives in different applications and the impact of existing activities on the reduction in imports of HFC-based equipment, when submitting future KIP tranche implementation reports.

Established HFC baseline and proposed reductions

The baseline for Trinidad and Tobago is 5,681,787CO_2-eq tonnes based on the reported HFC consumption for 2020, 2021 and 2022. Based on the estimated values in table 5, the country's HFC consumption could increase from 4,597,414 CO_2-eq tonnes in 2022 to 5,113,608 CO_2-eq tonnes in 2030. Noting that the HFC consumption level is not expected to decrease during the period 2024 to 2028 and HPMP implementation includes many steps to reduce dependence on HFCs while adopting alternatives to HCFCs, the Secretariat requested additional information from UNDP on how stage I of the KIP would result in a reduction in HFC consumption in the long-term including specific steps that would be taken by the Government. UNDP explained that the Government would implement its HFC licensing and quota systems to maintain HFC consumption below the control limits specified in the Agreement; undertake training and capacity building of the service sector in good practices and safe adoption of alternative refrigerants; implement continued awareness and information outreach activities for different stakeholders on the adoption of low-GWP alternatives in different applications; and undertake consultancy with national stakeholders engaged in the import and sale of domestic refrigerators and self-contained commercial refrigeration equipment to implement regulations to reduce and prohibit imports of HFC-based equipment and in the case of other sectors, continue to promote the adoption of lower-/low-GWP technologies.

The Secretariat notes that under a conservative growth scenario of 2 per cent, the expected consumption in 2029 and 2030 would be higher than Montreal Protocol consumption limits, and consequently there would be a potential risk for non-compliance if no actions were

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taken. Any delays in approval of the KIP and implementation of KIP activities would result in slower reduction in consumption of HFCs and could result in the inability from the country to achieve its compliance targets by 2029 and 2030.

Starting point for sustained reductions in HFC consumption

As shown in table 4, the baseline for HFC consumption is 5,681,787CO_2-eq tonnes. The methodology to calculate the starting point for sustained reductions in HFC consumption is still under discussion. The Secretariat notes that the starting point will be established once the Executive Committee decides on the methodology for determining the starting point.

Policy, regulatory and institutional frameworks

HFC licensing and quota system

Decision 87/50(g) requests the bilateral and implementing agencies, when submitting stage I of the KIPs, to include confirmation that the country has an established and enforceable national system of licensing and quotas for monitoring HFC imports/exports in place, consistent with decision 63/17. Accordingly, the Government of Trinidad and Tobago established a licensing system for HFCs and their blends as they are listed as toxic chemicals under the Pesticides and Toxic Chemicals Act 1979 and the Toxic Chemicals Regulations 2007 of Trinidad and Tobago. The Government would issue annual HFC import quotas in metric tonnes to authorised importers from the year 2024, which would ensure that the total quantity of HFCs imported is lower than the targets specified under the KIP; the quota system would involve allocation of a portion of the baseline to high-GWP HFCs, another portion to lower-/low-GWP HFCs and a third portion would be retained as a reserve with the Government. Because the institutional and legislative capacity for the quota system is already in place, the Government of Trinidad and Tobago will be in a position to promptly issue import quotas for HFCs to each registered importer, starting in 2024.

Fluctuation in HFC consumption in the baseline years

The Secretariat requested additional information relating to the reasons for fluctuations in the consumption of different HFCs (e.g., significant growth in HFC-134a and R-404A during the period 2020 to 2022 and significantly lower levels of R-410A in 2021 and 2022 compared to 2020). UNDP explained that the consumption for the years 2020, 2021 and 2022 represents a more accurate record of actual imports of HFCs as the Government had undertaken activities to strengthen the HFC licensing system; compared to the year 2020, HFC imports in 2021 experienced growth in the case of HFC-134a, R-404A, and R-407C,

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due to a combination of perceived future shortage of these HFCs by the importers and the reduction in HCFC-based equipment that was substituted by HFC-based equipment; R-507A experienced growth as it is the refrigerant of choice over R-404A in commercial refrigeration and centralized refrigeration systems applications; consumption of some of the blends like R-407A, R-438A, R-448A, R-449A that are used as retrofit substitutes to existing equipment could fluctuate depending upon market demand and importers' commercial practices; HFC-32 demand is expected to grow based on the increase in future imports of HFC-32-based air-conditioning equipment; HFC-365mfc was imported in 2022 for a foam project and its use is expected to be discontinued in the future; HFC-227ea that is used in fire-fighting equipment was imported in 2019 and 2020 in excess and this quantity catered to the demand for 2021 and 2022; and HFC-152a is used in small quantities in aerosol applications. UNDP also explained that 2022 consumption would largely represent the realistic use of HFCs in different applications.

Technical and cost-related issues

Regulations to control import of HFC-based equipment

The Secretariat had detailed discussions with UNDP on the control of imports of HFC-based equipment. UNDP explained that the Government would not be in a position to provide specific timelines for prohibiting imports of HFC-based equipment in different applications due to market demand for such equipment including as substitutes to HCFC-based equipment, and also due to non-availability of equipment based on low-GWP technologies. The Government, during stage I of the KIP, would have periodic consultations with the national stakeholders on the possibility of reducing and prohibiting imports of HFC-based domestic refrigerators and self-contained commercial refrigeration equipment, and would undertake other awareness and capacity building activities to promote the adoption of low-GWP technologies in other applications such as residential and commercial air-conditioners.

Activities for capacity building and monitoring the use of HFC-227ea in fire extinguishers

The Secretariat requested clarification on the activities proposed to cover capacity building and monitor the use of HFC-227ea in the fire-extinguisher sector. UNDP explained that there is limited awareness in this sector on the use of HFC-227ea and its high GWP; through the proposed activities, the users would have better awareness of its use and the good maintenance practices of HFC-based portable fire extinguishers and they would be more engaged in potential future activities implemented under the KIP aimed at reducing consumption in this sector.

National product registry of RAC equipment

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Regarding the national product registry of RAC equipment, UNDP explained that this component would help in developing an inventory of medium and large capacity commercial and industrial RAC equipment that use HFCs and their alternatives. This inventory would be useful for future activities relating to the adoption of low-GWP alternatives as substitutes for both existing and new equipment. The feasibility study to assess environment friendly technologies in commercial refrigeration equipment as well as the awareness and information outreach activities would also support in populating this product registry.

Comparative feasibility study to assess alternative technology options for commercial refrigeration equipment

The Secretariat requested clarifications on the need for the comparative feasibility study to assess alternative technology options for commercial refrigeration equipment. UNDP explained that this study will help in understanding the technical and operational needs of different types of users of commercial refrigeration equipment and suitability of different alternative low-GWP technologies in those applications. Inputs from this report would also be useful to strengthen the national registry planned under stage I of the KIP and to implement targeted awareness and outreach activities that relate to commercial refrigeration applications; this will also assist the Government in implementing future policy measures and other activities such as engagement with financial institutions and demonstration projects in different applications to promote the adoption of low-GWP technologies and reduce dependence on HFCs in commercial refrigeration applications which have a large consumption of HFC-134a and R-404A.

Project for the early retirement of inefficient RAC applications

The Secretariat requested clarifications on this project noting that there is no detailed plan of action and/or policies for the early retirement of inefficient RAC applications and that decision 91/66 allows countries to develop an inventory of banks of used or unwanted controlled substances and a detailed plan for the collection, transport, and disposal of such substances. Following additional consultations with the Government on this matter, UNDP informed that they would reallocate funding under this activity to service sector activities that would be catalysing reduction in HFC consumption in the country.

Project for good practices in servicing mobile air-conditioning equipment

On the project on good practices in servicing MAC equipment, UNDP explained that the MAC sector would continue to use HFC-134a in the next few years and the extent of use of

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alternative refrigerants in this sector is low; there have been no specific support provided for this sector for adopting good service practices including recovery of HFC-134a; through the proposed activities, the sector would be engaged in implementing good service practices, and training and recovery and recycling equipment support would be provided for an initial set of MAC service workshops.

Total project cost

In accordance with decision 92/37(b)(ii), the total cost of stage I of the KIP has been agreed as submitted in the amount of US $1,177,695; this includes total funding for KIP activities in the amount of US $1,070,632 and project management and monitoring in the amount of US $107,063. This will result in achieving HFC consumption reduction of 209.93 mt, which is equivalent to 477,108 CO_2-eq tonnes at the average GWP of HFCs in the baseline years, that would be reduced from the remaining consumption eligible for funding in line with the Executive Committee's policies and guidelines.

Based on the revision in the activities proposed to be implemented and the reallocation of funds mentioned in paragraph 64, a total of 24 (instead of 15) training courses with the updated curricula will be provided to 480 (instead of 300) RAC technicians, and tools will be provided to 70 (instead of 65) RAC technicians and servicing sector companies for the adoption of good practices in the safe handling of commercial refrigeration HC-based equipment. Furthermore, activities to promote refrigerant containment during servicing and to support the replacement of old HFC-based appliances to avoid emissions will also be conducted. The revised funding distribution for stage I of the KIP is given in the table below.

Table 6. Agreed cost of activities to be implemented in stage I of the KIP for Trinidad and Tobago (US $)

Particulars	Original	Revised
Policies and regulations for HFCs	102,500	102,500
Service sector support	715,332	749,132
HFC demand reduction	143,800	110,000
Awareness and outreach	84,000	84,000
Gender mainstreaming support	25,000	25,000
Project coordination and monitoring	107,063	107,063
Total	**1,177,695**	**1,177,695**

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Implementation plan for the first tranche of the Kigali HFC implementation plan

The first tranche will be implemented between January 2024 and December 2026 and the funding has been revised to US $543,249, with the following cost breakdown and revision of activities:

Strengthening of institutions related to monitoring, verification and ensuring compliance with the Kigali amendment: to include additional training and capacity building for enforcement officers and data reporting system (US $46,250);

Creation and strengthening of capacities to implement new alternatives in a sustainable and safe manner: to include training of additional RAC and MAC service technicians and procurement of additional equipment for technical institutions training technicians on good service practices (US $368,023);

Reduction of the installed capacity of HFCs (US $33,000);

Awareness raising of HFC-free technology (US $37,200);

Gender mainstreaming (US $12,500); and

Project coordination and monitoring (US $46,276) with the following cost breakdown: consultants (US $30,000); travel (US $1,500); workshops and meetings (US $10,000); and office expenses (US $4,776).

Impact on the climate

The activities planned by Trinidad and Tobago, including its efforts to promote low-GWP alternatives, as well as refrigerant recovery and reuse, indicate that the implementation of stage I of the KIP will reduce the emission of refrigerants into the atmosphere, resulting in climate benefits. A calculation of the impact on the climate of the activities in the KIP indicates that Trinidad and Tobago will achieve an annual emission reduction of 568,179CO_2-eq tonnes of HFCs when the final target in stage I of the KIP is achieved, based on the HFC reduction schedule.

Sustainability of the HFC phase-down and assessment of risks

The commitment and activities under stage I of the KIP will be sustained over time with the implementation and strengthening of the licensing and quota system for HFCs; continuous consultations with importers and other stakeholders on promoting the adoption of low-GWP alternatives to HFCs in different applications; implementation of regulations to reduce

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import of HFC-based equipment after consultations with the national stakeholders; and the continuous monitoring of all implemented activities.

UNDP provided information on the assessment of project implementation risks conducted for stage I of the KIP, indicating that a coordinated roadmap of activities by UNDP, the NOU and industry stakeholders would help ensure sufficient and timely funding and implementation.

Given that the current HFC consumption is 80.9 per cent of the total HFC baseline, if early actions are adopted, the potential risk of non-compliance is expected to be low and will be further mitigated by the implementation of a robust licensing and quota system for HFCs to control supply, as well as activities implemented under the KIP aimed at reducing demand for HFCs.

Although specific regulations to prohibit the use of HFCs and/or HFC-based equipment are yet to be implemented in Trinidad and Tobago, UNDP mentioned that the Government would work closely with different stakeholders to minimize any growth in consumption of high-GWP HFCs and actively examine possibilities of reducing import of high-GWP HFC-based equipment. Furthermore, stage I includes project activities such as training and capacity building for adopting good service practices and safe use of low-GWP alternatives, awareness and information outreach programmes on low-/lower-GWP alternatives and end-user incentive programmes for the accelerated adoption of low-GWP alternatives. The Government is already taking a range of initiatives to reduce dependence on high-GWP HFC-based equipment in different RAC applications.

The risk of technologies promoted through the KIP not being accessible to the country will be mitigated by engaging importers and distributors in the awareness and outreach activities on low-/lower-GWP alternatives, and by facilitating their access to alternative technologies.

The risk of delays in activities requiring regional coordination (e.g., regional regulations) will be mitigated by the implementing agencies facilitating dialogue among the NOUs of the region including through UNEP's Compliance Assistance Programme network meetings.

Co-financing

UNDP explained that co-financing under stage I of the KIP would include counterpart funding for programmes relating to demand-side management for the adoption of low-GWP technologies and in-kind time and resource support from the beneficiaries.

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2023-2025 business plan of the Multilateral Fund

UNDP is requesting US $1,177,695, plus agency support costs, for the implementation of stage I of the KIP for Trinidad and Tobago. The total value of US $581,277, including agency support costs, requested for the period of 2023–2025, is US $126,320 below the amount in the business plan.

Draft Agreement

A draft Agreement between the Government of Trinidad and Tobago and the Executive Committee for stage I of the KIP has not been prepared as the Agreement template is still under consideration by the Executive Committee.

If the Executive Committee so wishes, the funds for stage I of the KIP for Trinidad and Tobago could be approved in principle, and funds for the first tranche could be approved on the understanding that the Agreement would be prepared and presented at a future meeting, before the submission of the second tranche, and once the Agreement template has been approved.

RECOMMENDATION

The Executive Committee may wish to consider:

Approving, in principle, stage I of the Kigali HFC implementation plan (KIP) for Trinidad and Tobago for the period 2023-2029 to reduce HFC consumption by 10 per cent of the country's baseline by 2029, in the amount of US $1,177,695 plus agency support costs of US $82,439, for UNDP, as reflected in the schedule contained in annex I of the present document;

Noting:

That the Government of Trinidad and Tobago will establish its starting point for sustained aggregate reductions in HFC consumption based on guidance provided by the Executive Committee;

That, once the cost guidelines for HFC phase-down are agreed by the Executive Committee, the reductions from the country's remaining HFC consumption eligibility for funding will be determined in line with these guidelines;

That the reductions from the country's remaining HFC consumption eligible

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for funding referred to in subparagraph (b)(ii) above will be deducted from the starting point referred to in subparagraph (b)(i);

Approving the first tranche of stage I of the KIP for Trinidad and Tobago, and the corresponding tranche implementation plan, in the amount of US $543,249, plus agency support costs of US $38,028, for UNDP; and

Requesting the Government of Trinidad and Tobago, UNDP and the Secretariat to finalize the draft Agreement between the Government of Trinidad and Tobago and the Executive Committee for the reduction in consumption of HFCs, including the information contained in the annex referred to in subparagraph (a) above, and to submit it to a future meeting once the KIP Agreement template has been approved by the Executive Committee.

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Annex 2.

LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT of TRINIDAD and TOBAGO FOR THE PROVISION OF SUPPORT SERVICES for the KIGALI IMPLEMENTATION PLAN

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

Dear PS,

1. Reference is made to consultations between officials of the Government of Trinidad and Tobago (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. 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 payment. 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, 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.

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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:
1790D36F45A7448...

Signed on behalf of UNDP
Ugo Blanco
Resident Representative

For the Government
Aarti Bedassie-Maharaj,
Permanent Secretary (A.g.)

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Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the National Ozone Unit, Ministry of Planning and 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 programme or project Kigali Implementation Plan (KIP) Stage 1

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 (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Payment Process	Project duration	As per UPL	Charged directly to project budget
Local Personnel HR and Benefits Administration and Management	Project duration	As per UPL	Charged directly to project budget
Recurrent Personnel management services (annual fee)	Project duration	As per UPL	Charged directly to project budget
Consultant Recruitment	Project duration	As per UPL	Charged directly to project budget
Travel Management	Project duration	As per UPL	Charged directly to project budget
Procurement process involving local CAP (and/or ITB, RFP requirements)	Project duration	As per UPL	Charged directly to project budget
Procurement process not involving local CAP	Project duration	As per UPL	Charged directly to project budget

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Disposal of equipment	Project duration	As per UPL	Charged directly to project budget
TOTAL		USD35,330	USD35,330

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

Functions and Responsibilities of UNDP:

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

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Annex 3.

Social and Environmental Screening Procedure (SESP)

ANNEX III. KIP SOCIAL AND ENVIRONMENTAL SCREENING TEMPLATE

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document at the design stage. Note: this template will be converted into an online tool. The online version will guide users through the process and will embed relevant guidance.

Project Information

Project Information	
1. Project Title	Stage 1 Kigali Implementation Plan (KIP) for Trinidad & Tobago
2. Project Number (i.e. Atlas project ID, PIMS+)	TBD
3. Location (Global/Region/Country)	Trinidad & Tobago
4. Project stage (Design or Implementation)	Implementation
5. Date	Oct 2024

Part A. Integrating Programming Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?
Briefly describe in the space below how the project mainstreams the human rights-based approach
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 HFCs, 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.
Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment
This project is a classified as a GEN1 and therefore all efforts will be made to ensure fair and equal representation of the genders in projects activities such as capacity building events, trainings and stakeholder consultations.
Briefly describe in the space below how the project mainstreams sustainability and resilience
The project has a clear sustainability component, as the focus is on eliminating HFCs through training and technical support activities. This is in line with the country's national and international commitments and agreements targeting sustainable development through environmental actions.
Briefly describe in the space below how the project strengthens accountability to stakeholders
The project has an active Project Board which includes key stakeholders who meet regularly. This allows strengthens accountability.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? *Note: Complete SESP Attachment 1 before responding to Question 2.*	**QUESTION 3: What is the level of significance of the potential social and environmental risks?** *Note: Respond to Questions 4 and 5below before proceeding to Question 5*			**QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High**
Risk Description (broken down by event, cause, impact)	***Impact and Likelihood (1-5)***	***Significance (Low, Moderate Substantial, High)***	***Comments (optional)***	***Description of assessment and management measures for risks rated as Moderate, Substantial or High***
Risk 1: Risk 1: Pollution Prevention and Resource Efficiency. Release into the atmosphere of hydrofluorocarbons (HFCs) and handling flammable substances while conducting training.	I = 1 L =1	Low		N/A

QUESTION 4: What is the overall project risk categorization?		
Low Risk	☐	
Moderate Risk	☐	
Substantial Risk	☐	
High Risk	☐	

QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered? (check all that apply)				
Question only required for Moderate, Substantial and High Risk projects				
Is assessment required? (check if "yes")	☐			***Status? (completed, planned)***
if yes, indicate overall type and status		☐	Targeted assessment(s)	
		☐	ESIA (Environmental and Social Impact Assessment)	
		☐	SESA (Strategic Environmental and Social Assessment)	
Are management plans required? (check if "yes")	☐			
If yes, indicate overall type		☐	Targeted management plans (e.g. Gender Action Plan, Emergency Response Plan, Waste Management Plan, others)	

			☐	ESMP (Environmental and Social Management Plan which may include range of targeted plans)	
			☐	ESMF (Environmental and Social Management Framework)	
	Based on identified <u>risks</u>, which Principles/Project-level Standards triggered?		**Comments (not required)**		
	Overarching Principle: Leave No One Behind				
	Human Rights	☐			
	Gender Equality and Women's Empowerment	☐			
	Accountability	☐			
	1. Biodiversity Conservation and Sustainable Natural Resource Management	☐			
	2. Climate Change and Disaster Risks	☐			
	3. Community Health, Safety and Security	☐			
	4. Cultural Heritage	☐			
	5. Displacement and Resettlement	☐			
	6. Indigenous Peoples	☐			
	7. Labour and Working Conditions	☐			
	8. Pollution Prevention and Resource Efficiency	☐			

Final Sign Off

Final Screening at the design-stage is not complete until the following signatures are included

Signature	***Date***	***Description***
QA Assessor DocuSigned by: Rosemary Lall AA714BBAE0AD494...	25-Oct-2024	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 DocuSigned by: 1790D36F45A7448...	25-Oct-2024	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		
INSTRUCTIONS: The risk screening checklist will assist in answering Questions 2-6 of the Screening Template. Answers to the checklist questions help to (1) identify potential risks, (2) determine the overall risk categorization of the project, and (3) determine required level of assessment and management measures. Refer to the SES toolkit for further guidance on addressing screening questions.		
Overarching Principle: Leave No One Behind **Human Rights**		**Answer (Yes/No)**
P.1	Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
P.2	Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?	No
P.3	Is there a risk that rights-holders (e.g. project-affected persons) do not have the capacity to claim their rights?	No
Would the project potentially involve or lead to:		
P.4	adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
P.5	inequitable or discriminatory impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups, including persons with disabilities? [16]	No
P.6	restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?	No
P.7	exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Gender Equality and Women's Empowerment		
P.8	Have women's groups/leaders raised gender equality concerns regarding the project, (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
Would the project potentially involve or lead to:		
P.9	adverse impacts on gender equality and/or the situation of women and girls?	No
P.10	reproducing discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
P.11	limitations on 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? *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*	No
P.12	exacerbation of risks of gender-based violence? *For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.*	No

[16] Prohibited grounds of discrimination include race, ethnicity, sex, age, language, disability, sexual orientation, gender identity, religion, political or other opinion, national or 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 and transsexual people.

Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below		
Accountability		
Would the project potentially involve or lead to:		
P.13	exclusion of any potentially affected stakeholders, in particular marginalized groups and excluded individuals (including persons with disabilities), from fully participating in decisions that may affect them?	No
P.14	grievances or objections from potentially affected stakeholders?	No
P.15	risks of retaliation or reprisals against stakeholders who express concernsor grievances, or who seek to participate in or to obtain information on the project?	No
Project-Level Standards		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
Would the project potentially involve or lead to:		
1.1	adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? *For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes*	No
1.2	activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) 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
1.3	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	risks to endangered species (e.g. reduction, encroachment on habitat)?	No
1.5	exacerbation of illegal wildlife trade?	No
1.6	introduction of invasive alien species?	No
1.7	adverse impacts on soils?	No
1.8	harvesting of natural forests, plantation development, or reforestation?	No
1.9	significant agricultural production?	No
1.10	animal husbandry or harvesting of fish populations or other aquatic species?	No
1.11	significant extraction, diversion or containment of surface or ground water? *For example, construction of dams, reservoirs, river basin developments, groundwater extraction*	No
1.12	handling or utilization of genetically modified organisms/living modified organisms?[17]	No
1.13	utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)[18]	No
1.14	adverse transboundary or global environmental concerns?	No
Standard 2: Climate Change and Disaster Risks		
Would the project potentially involve or lead to:		

[17] See the Convention on Biological Diversity and its Cartagena Protocol on Biosafety.

[18] See the Convention on Biological Diversity and its Nagoya Protocol on access and benefit sharing from use of genetic resources.

2.1	areas subject to hazards such as earthquakes, floods, landslides, severewinds, storm surges, tsunami or volcanic eruptions?	No
2.2	outputs and outcomes sensitive or vulnerable to potential impacts of climate change or disasters? *For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes*	No
2.3	increases in vulnerability to climate change impacts or disaster risks now or in the future (also known as maladaptive or negative coping practices)? *For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding*	No
2.4	increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	No
Standard 3: Community Health, Safety and Security		
Would the project potentially involve or lead to:		
3.1	construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	No
3.2	air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	No
3.3	harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	No
3.4	risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	No
3.5	transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.6	adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	No
3.7	influx of project workers to project areas?	No
3.8	engagement of security personnel to protect facilities and property or to support project activities?	No
Standard 4: Cultural Heritage		
Would the project potentially involve or lead to:		No
4.1	activities adjacent to or within a Cultural Heritage site?	No
4.2	significant excavations, demolitions, movement of earth, flooding or other environmental changes?	No
4.3	adverse impacts to 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
4.4	alterations to landscapes and natural features with cultural significance?	No
4.5	utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
Would the project potentially involve or lead to:		
5.1	temporary or permanent and full or partial physical displacement (including people without legally recognizable claims to land)?	No

5.2	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	risk of forced evictions?[19]	No
5.4	impacts on or changes to land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
Would the project potentially involve or lead to:		
6.1	areas where indigenous peoples are present (including project area of influence)?	No
6.2	activities located on lands and territories claimed by indigenous peoples?	No
6.3	impacts (positive or negative) to 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)? *If the answer to screening question 6.3 is "yes", then the potential risk impacts are considered significant and the project would be categorized as either Substantial Risk or High Risk*	No
6.4	the 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	the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? *Consider, and where appropriate ensure, consistency with the answers under Standard 5 above*	No
6.7	adverse impacts on the development priorities of indigenous peoples as defined by them?	No
6.8	risks to the physical and cultural survival of indigenous peoples?	No
6.9	impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? *Consider, and where appropriate ensure, consistency with the answers under Standard 4 above.*	No
Standard 7: Labour and Working Conditions		
Would the project potentially involve or lead to: (note: applies to project and contractor workers)		
7.1	working conditions that do not meet national labour laws and international commitments?	No
7.2	working conditions that may deny freedom of association and collective bargaining?	No
7.3	use of child labour?	No
7.4	use of forced labour?	No
7.5	discriminatory working conditions and/or lack of equal opportunity?	No
7.6	occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	No

[19] Forced eviction is defined here as the permanent or temporary removal against their will of individuals, families or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection. Forced evictions constitute gross violations of a range of internationally recognized human rights.

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Standard 8: Pollution Prevention and Resource Efficiency		
Would the project potentially involve or lead to:		
8.1	the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
8.2	the generation of waste (both hazardous and non-hazardous)?	No
8.3	the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	No
8.4	the use of chemicals or materials subject to international bans or phase-outs? *For example, DDT, PCBs and other chemicals listed in international conventions such as the Montreal Protocol, Minamata Convention, Basel Convention, Rotterdam Convention, Stockholm Convention*	No
8.5	the application of pesticides that may have a negative effect on the environment or human health?	No
8.6	significant consumption of raw materials, energy, and/or water?	No

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Annex 4.

Terms of Reference for the Project Board

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Background: Trinidad and Tobago's Kigali HFC Implementation Plan (KIP) which will improve the control over HFC imports, exports, and consumption through a quota and licensing system, as well as equipment and products containing these substances. The project will introduce new policy instruments or update the existing regulatory framework where required for KIP implementation in the country and strengthen the institutional capacities of national border control authorities to formulate, adapt or update the regulatory framework where required to fulfil the country's commitments under the Montreal Protocol. Furthermore, aspects of energy efficiency in equipment and technologies related to the Refrigeration and Air Conditioning (RAC) sector will be addressed.

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;

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- 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 License Unit)
v. Ministry of Finance, Customs and Excise Division
vi. ARIA
vii. Ministry of Energy and Energy Industries (MEEI)
viii. Ministry of Health (MoH)

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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

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

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Annex 5.

Terms of Reference for Project Manager

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Terms of Reference

Position: Project Manager

Expected Duration: One year (renewable)

Background

The Government of the Republic of Trinidad and Tobago (GORTT) acceded to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol for the Phase-out of Ozone Depleting Substances (ODS) in 1989, and operates under Article V(1) of the Montreal Protocol (MP). Trinidad and Tobago was the first country of the Caribbean Commonwealth to become a party to this multilateral environmental agreement. In November 2017 Trinidad and Tobago signed on to the Kigali Amendment to the Protocol, the first in the Caribbean Region to do so. Trinidad and Tobago has thus far been successful in phasing out the imports of chlorofluorocarbon (CFCs), halons and all other Annex A gases within the targets of the Montreal Protocol. To meet its obligations under this Protocol, Trinidad and Tobago successfully phased-out the import of CFCs and has completed Stage 1 of its HCFC Phase-out Management Plan (HPMP). Under Stage 1 of the HPMP, Trinidad and Tobago was able to freeze the HCFC consumption in 2013 to its baseline level, as well as achieve the phase-out targets under the Protocol of a reduction from baseline by 10% in 2015 and 35% in 2020. The country has since commenced the second phase of the HPMP, which continues to support the enhancement of the policy and regulatory framework, advancements in technical capacity building of Refrigeration and Air Conditioning (RAC) technicians and the promotion of HCFC alternatives. The aim being to assist the country in complying with a further reduction of 67.5% by 2025 and 97.5% reduction by 2028, with a servicing tail of 2.5% until 2040.

In addition to this, Trinidad and Tobago signed onto the Kigali Amendment to the Montreal Protocol in 2017, being the first within the Caribbean region to do so. The aim of this amendment is to phase-down the ozone depleting and greenhouse gas refrigerant, hydrofluorocarbons (HFCs). To meet this target, the country will begin with a freeze on HFC consumption levels on January 1, 2024, followed by the commencement of the phase down. This document presents Trinidad and Tobago's Kigali HFC

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Implementation Plan (KIP) which will improve the control over HFC imports, exports, and consumption through a quota and licensing system, as well as equipment and products containing these substances. The project will introduce new policy instruments or update the existing regulatory framework where required for KIP implementation in the country and strengthen the institutional capacities of national border control authorities to formulate, adapt or update the regulatory framework where required to fulfil the country's commitments under the Montreal Protocol. Furthermore, aspects of energy efficiency in equipment and technologies related to the Refrigeration and Air Conditioning (RAC) sector will be addressed.

In this regard, the National Ozone Unit is seeking a suitably qualified national of Trinidad and Tobago for to be engaged in the position of Project Manager. The position will be responsible for assisting in the overseeing of the project and activities related to the national implementation of the Montreal Protocol's Kigali Amendment and the provision of technical assistance as required. The Project Manager will report directly to the National Ozone Officer.

Key Responsibilities

The Project Manager will assist the National Ozone Officer in the management of national activities and will assist in overseeing project implementation.

In this regard the following deliverables are expected:

- Assist in training in good service practices, retrofitting and R&R and training in low GWP refrigerant technology
- Assist in distributing recovery equipment, recovery cylinders and service tools for natural refrigerants and (ODS) alternatives
- Oversee the upgrade of training institutions
- Assist in the implementation of the Kigali Implementation Plan (Stage 1)
- Guide the establishment of standards for the transportation, handling and storage of refrigerants
- Assist the development of policies and regulations for the labelling of refrigerant containers and HFC-based equipment offered for sale.
- Assist in the establishment of an implementation mechanism for disposal of refrigerants and equipment

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- Undertake education and awareness programmes to promote specific projects
- Continuously monitor, evaluate and report on project execution

Computer skills

Above average computer skills with an excellent working knowledge of Microsoft Word, Power Point and Excel and the Microsoft suite of project management software.

Teamwork

Works effectively in cross-functional teams, as well as through networks of diverse and dispersed people.

Communication

Strong oral and written communication skills. Good listener and responsive to the opinions of others.

Required Skills and Experience

- At least 5 years' experience in administrative and financial aspects of project management.
- Post Graduate Degree in Environmental Science or related discipline
- Experience with sectors or with projects related to ozone depleting substances would be an asset.
- Good understanding of the national environment/development issues, donor reporting requirements and Trinidad and Tobago's national obligations towards the Montreal Protocol.
- Experience in working with development agencies and government departments.
- Demonstrated strong leadership and partnership skills.
- Demonstrated ability to liaise and foster cooperation between agencies, including Government, private sector participants, NGOs and other stakeholders.
- Working knowledge of Microsoft Office
- Good interpersonal relations.

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Supervision

The Project Manager would be under the overall guidance and direct supervision of the National Ozone Officer.

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Annex 6.

Risk Log

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UNDP Risk Log

	DESCRIPTION	TYPE	IMPACT & PROBABILITY	MITIGATION	OWNER	STATUS
1	This risk involves opposition from industry stakeholders, businesses, or the general public against the introduction and enforcement of new policies and regulations related to HFCs. Resistance may stem from perceived economic disadvantages, operational challenges, or lack of understanding of the benefits of the new regulations.	Political/ Stakeholder Risk	Resistance to new regulations can significantly impede the implementation of the Kigali HFC Implementation Plan, leading to delays and reduced effectiveness. If stakeholders, including businesses and the general public, oppose the new policies, it may result in non-compliance and diminished progress towards the reduction targets. This could ultimately undermine the environmental benefits and regulatory goals of the plan. P= Low I= High	To address resistance to new regulations, it is essential to engage stakeholders early and continuously throughout the implementation process. Conducting comprehensive consultations can help address concerns and incorporate feedback, fostering a sense of involvement and acceptance. Additionally, launching awareness campaigns will clarify the benefits of the regulations and emphasize their importance for environmental protection. Providing support programs, such as technical assistance and financial	NOU	Ongoing

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	DESCRIPTION	TYPE	IMPACT & PROBABILITY	MITIGATION	OWNER	STATUS
				incentives, can also help ease the transition and mitigate perceived financial burdens, thereby reducing resistance and encouraging compliance.		
2	The risk involves the financial burden associated with adopting low-GWP alternatives and energy-efficient technologies. The high initial costs can discourage businesses and consumers from making the transition.	Financial/ Economic Risk	If the costs of adopting low-GWP alternatives and energy-efficient technologies are prohibitively high, it may deter widespread adoption and limit the overall impact of the Kigali HFC Implementation Plan. High initial costs can create financial barriers for businesses and consumers, preventing them from transitioning away from HFCs and effectively reducing emissions. P= Moderate I= High	To counteract the high costs of adopting low-GWP alternatives and energy-efficient technologies, implementing financial incentives such as subsidies, grants, or tax breaks can make these options more affordable for businesses and consumers. Conducting and disseminating detailed cost-benefit analyses can help demonstrate the long-term savings and environmental advantages of these technologies,	NOU	Pending

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	DESCRIPTION	TYPE	IMPACT & PROBABILITY	MITIGATION	OWNER	STATUS
				potentially offsetting the initial investment. Furthermore, forming partnerships with technology providers and financial institutions can facilitate the development of innovative financing solutions to support the transition to cost-effective alternatives.		
3	This risk refers to the lack of adequate resources, training, or infrastructure within regulatory and enforcement agencies to effectively implement and monitor new HFC regulations.	Operational/ Institutional Risk	Limited institutional capacity can severely affect the implementation and enforcement of new HFC regulations. If regulatory agencies lack the necessary resources, training, or infrastructure, it can lead to ineffective monitoring, increased non-compliance, and an inability to achieve the desired environmental outcomes. This	To address insufficient institutional capacity, the project intends to invest in comprehensive training programs for regulatory and enforcement staff to enhance their skills and knowledge in managing new HFC regulations. Allocating adequate resources, including	NOU	Ongoing

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	DESCRIPTION	TYPE	IMPACT & PROBABILITY	MITIGATION	OWNER	STATUS
			weakness undermines the overall success of the Kigali HFC Implementation Plan. P= Low I= High	personnel, technology, and infrastructure, will support effective regulation and enforcement. Additionally, partnering with international organizations or experts can provide valuable technical assistance and best practices, further strengthening institutional capabilities and ensuring that regulatory agencies can successfully implement and monitor the new policies.		
4	This risk involves difficulties in ensuring that all sectors and stakeholders adhere to the new HFC regulations. Non-compliance could arise due to lack of awareness, technical	Compliance/ Regulatory Risk	Compliance challenges can significantly undermine the effectiveness of the new HFC regulations, resulting in continued high levels of HFC consumption and emissions. Difficulty in ensuring	To tackle compliance challenges, the project aims to bolster existing monitoring and reporting systems which are essential for tracking adherence to HFC regulations and	NOU	Ongoing

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	DESCRIPTION	TYPE	IMPACT & PROBABILITY	MITIGATION	OWNER	STATUS
	challenges, or deliberate avoidance.		widespread adherence to the new rules can lead to ineffective regulation and slow progress towards meeting the Kigali Amendment targets. This risk poses a substantial barrier to achieving the intended environmental and regulatory outcomes. P= Low I= Moderate	identifying potential violations. Conducting regular inspections and audits will help enforce compliance and address any issues promptly. Providing clear, detailed guidelines and support to stakeholders will ensure they understand and can meet regulatory requirements. Additionally, creating a system for reporting and addressing non-compliance can help maintain high standards and promote widespread adherence to the new regulations		
5	Release into the atmosphere of hydrofluorocarbons (HFCs) and handling of flammable substances.	Environmental/ Compliance	The release of hydrofluorocarbons (HFCs) into the atmosphere can significantly contribute to global warming and	To address this issue, the project will continue to facilitate trainings in the safe handling of	NOU	Ongoing

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	DESCRIPTION	TYPE	IMPACT & PROBABILITY	MITIGATION	OWNER	STATUS
			climate change due to their high Global Warming Potential (GWP), undermining the goals of reducing greenhouse gas emissions. Additionally, improper handling of HFCs and other flammable substances poses serious health risks, including respiratory issues and skin irritation, and can lead to fires or explosions. Such incidents also result in regulatory non-compliance, potentially leading to legal penalties and damage to the project's reputation.	refrigerants, as well as distribute relevant safety booklets that address the handling of flammable refrigerants. The project will also equip technicians and trade schools with equipment for measuring leaks and handling hydrocarbon equipment safely.		