

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title: Support for the Implementation of Activities Included in the Work Programme Of UNEP's Regional Ozone Networks for Pacific Islands Countries, South Asia And Southeast Asia and The Pacific including the Organization of the OzonAction Network Meeting and Thematic Workshops for Asia and the Pacific National Ozone Officers In Suva, Fiji, 14-20 June 2016 (the "Activities")

Start/End Dates: Activities start date: 1 May 2016
Activities end date: 30 September 2016

Location: Suva, Fiji / Asia and the Pacific Region

Contribution Amount: USD 42, 525 (the "Contribution")

Contributing Agency: United Nations Environment Programme ("UNEP")

Recipient Agency: United Nations Development Programme ("UNDP")

Nature of Activities: Support for the implementation of above Activities including the procurement of meeting services, meeting rooms, meeting equipment, meeting packages (morning and afternoon coffee/tea break, refreshment and lunch).

The Activities are funded by the Multilateral Fund for the Implementation of the Montreal Protocol through UNEP as the implementing agency and contribute to UNEP's Programme of Work (PoW) in the Chemical and Waste Sub-programme.

Purpose: The main objectives of the Activities are to allow the sharing of experiences and information between member countries in the Asia and the Pacific region and to deliver the 2016 work programme of UNEP's OzonAction Compliance Assistance Programme (CAP) for the Asia and the Pacific region to support the implementation of the Montreal Protocol on Substances that Deplete the Ozone Layer.

Annexes: In the event that the terms contained in Annexes are incompatible with those contained in this Agreement, then the latter shall govern and prevail.



- Annex A: Implementation plan
- Annex B: Terms of reference & cost estimate
- Annex-C: Concept note

Expected outcome: Logistic arrangements for the regional event including (i) the joint meetings of three networks (Pacific Islands Countries, South Asia and Southeast Asia and the Pacific) and (ii) parallel meetings of each network are delivered as agreed in the Agreement.

The Recipient Agency will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and carrying out the Activities efficiently and effectively.

B. BUDGET

Budget	Annual (2016) in USD	Total (all years) in USD
Total programmable amount, including direct costs	38,375	38,375
Contingency costs	1,000	1,000
Indirect support costs (8%)	3,150	3,150
Grand total	42,525	42,525

The Contributing Agency will set aside a contingency of US\$1,000 as a buffer for any additional costs incurred as a results of unforeseen circumstances or changes in meeting requirements. The Recipient Agency will promptly advise the Contributing Agency any time when the Recipient Agency is aware that the budget including the contingency costs to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annexes. The Contributing Agency will have an obligation to provide the Recipient Agency with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

C. COSTS RECOVERY

The Recipient Agency's support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the budget.

D. REPORTING

Narrative Reporting:

The Recipient Agency will provide the Contributing Agency with a narrative report as set out below:

<u>Report</u>	<u>Date</u>
Narrative report summarizing the main Activities implemented	Upon completion of all Activities by 31 December 2016

Financial Reporting:

The Recipient Agency will provide the Contributing Agency with the following financial reports, prepared in accordance with the Recipient Agency's financial regulations, rules, policies, procedures, and administrative instructions:

<u>Report</u>	<u>Date</u>
Final financial statement according to Annex B (not yet certified by the UNDP Bureau of Management / Office of Finance)	Upon completion of all Activities by 31 December 2016

E. CONTRIBUTIONS

The total amounts paid by the Contributing Agency shall match the total budget amount. For Activities less than one year in duration the Contribution will be paid to the Recipient Agency prior to the commencement of Activities.

Schedule of payment:

Total Contribution to be paid by bank transfer upon signature of the Agreement by both Parties and prior to the commencement of Activities but not before 1 May 2016.

The Contributing Agency acknowledges that the Recipient Agency will not pre-finance Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient Agency with immediate effect.

The Contribution will be paid into the following account:

Bank: Bank of America
 ABA: 111000012 (routine no.)
 Account: 3752191730
 Acct Name: UNDP Representative in Fiji (USD) Account
 Bank Address: 30 15th Street, NW, 7th Floor, Washington, DC20005.

When making such transfers the Contributing Agency will notify the Recipient Agency, of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.



F. INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights related to the Activities will belong to the Recipient Agency. The Contributing Agency and, if applicable, the relevant programme Government will enjoy a perpetual, royalty-free, non-exclusive and non-transferable license.

G. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement will be addressed to:

UNEP: Ms. Ligia Noronha, Director of UNEP's Division of Technology, Industry and Economics,
Address: 1 rue Miollis, Building VII, 75015, Paris, France.

UNDP: Ms. Osnat Lubrani, UNDP Resident Representative and UN Resident Coordinator
Address: UNDP Fiji, Multi-Country Office, Level 8, Kadavu House 414, Victoria Parade, Suva, Fiji

H. AMENDMENTS

The present Agreement, including its Annexes, may be modified or amended only by written agreement between the two Agencies.

I. COMPLETION OF THE ACTIVITIES

The Recipient Agency will notify the Contributing Agency when all Activities have been completed.

The Recipient Agency will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

J. TERMINATION OF THIS AGREEMENT

This Agreement will terminate upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either Agency at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the two Agencies will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.



K. REFUNDS OF UNSPENT BALANCES

Upon termination of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

L. SETTLEMENT OF DISPUTES

The two Agencies will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the Agencies.

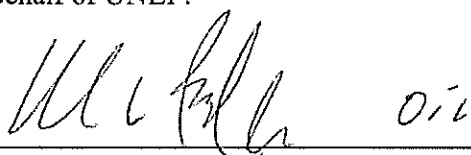
M. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the Parties and remain in force until terminated in accordance with Section J above.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

Signed:

On behalf of UNEP:



Date: 02/05/16

Ms. Ligia Noronha, Director of UNEP's Division of Technology, Industry and Economics

Signed:

On behalf of UNDP:



Date: 6/5/16

Ms. Osnat Lubrani,
UNDP Resident Representative and UN Resident Coordinator



Annex A: Implementation plan

Milestone	Description of milestone	Date
1	Inter-agency agreement signed	1 May 2016
2	Hotel, premises, equipment, personnel identified	15 May 2016
3	Logistical arrangements completed	30 May 2016
4	Meeting completed	20 June 2016
5	Completion of all Activities	September 2016
6	Submission of financial reports	December 2016



Annex B: Terms of reference & cost estimate

Table 1: Services provided by UNDP and cost estimate

Services provided by UNDP Fiji (VAT exempted where possible)	Quantity	Unit costs in USD	Total costs in USD
<p>Identify a suitable hotel and facilitate reserving accommodation for an estimated up to 100 participants, ideally the same establishment as the meeting venue or in the vicinity. The same room rate must be applied to all participants.</p> <p><i>Note: All participants will pay accommodation directly to the hotel</i></p>	N/A	-	-
<p>Conference Meeting package comprising of the followings:</p> <ul style="list-style-type: none"> ○ One meeting room for 80 participants for the joint meeting. The meeting room to be equipped with standard conference equipment comprising of wifi, at least 6 microphones with speakers (one microphone for speaker and five portable microphones for audiences), one laptop connected to a projector for presentation and set up of a white screen, sound system and loudspeakers, in-house resource persons to assist in the management of the electronic equipment etc.; ○ Three meeting rooms, each room for 30-40 participants for parallel meetings of three networks. Each meeting room to be equipped with standard conference equipment comprising of wifi, at least 4 microphones with speakers (one microphone for speaker and three portable microphones for audiences), one laptop connected to a projector for presentation and set up of a white screen, sound system and loudspeakers, in-house resource persons to assist in the management of the electronic equipment etc.; ○ Coffee / tea breaks (with cookies/snack/fruit) and water in each meeting room (for both joint and parallel sessions) as follows; <ul style="list-style-type: none"> ○ 14, 15 and 20 June 2016 – Morning (80 pax) and afternoon (80 pax); ○ 16 June 2016 – Morning (80 pax) and afternoon (105 pax); ○ 17 June 2016 – Morning (105 pax) and 	See Table 2		31,375

Services provided by UNDP Fiji (VAT exempted where possible)	Quantity	Unit costs in USD	Total costs in USD
<p>afternoon (105 pax);</p> <ul style="list-style-type: none"> ○ 18 June 2016 – Only morning (105 pax) ○ Lunch for participants / resource persons and local participants during meeting days as follows: <ul style="list-style-type: none"> ○ 14, 15, 16 and 20 June 2016 – 80 pax; ○ 17 and 18 June 2016 – 105 pax; <p>The requirements of meeting rooms, coffee/break and lunch are provided in Table 2, which may be changed. UNEP will inform the change to UNDP in advance.</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> 1. Consider environmentally friendly approaches such as using water dispensers instead of plastic bottles, avoiding plastic cups etc. 2. The meeting room(s) has sitting arrangements in U-shape (if necessary combined with theatre style) 3. Air-conditioning should not be too noisy and in case the screen is too small or too far away, a second screen, projector and laptop should be provided. 			
<p>Appoint and assign a suitable personnel through direct contracting method to be responsible before, during and post-meeting as follows:</p> <p><u>(a) Prior to the meeting (23 May to 13 June 2016)</u></p> <ul style="list-style-type: none"> • Prepare in coordination with UNEP and the Fiji-Department of Environment, a media and outreach communication plan for the conference, to include lead up, during and post-conference; • Provide to UNEP and Fiji Department of Environment draft of communication plan and with comments/observations included before finalisation and acceptance by UNEP; • Prepare and submit to UNEP and Fiji-Department of Environment drafts of media releases and with comments/observations included before finalisation and acceptance by UNEP; • Prepare and provide to UNEP and the Fiji Department of Environment list of media houses (local and regional) to be invited to the events; • Participate and provide inputs as necessary to 	N/A	N/A	7,000

no

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Services provided by UNDP Fiji (VAT exempted where possible)	Quantity	Unit costs in USD	Total costs in USD
<p>planning meetings that may be organised from time to time by UNEP and the Fiji-Department of Environment and supporting the planned deliverables of the events;</p> <p><u>(b) During the meeting (14 to 20 June 2016)</u></p> <ul style="list-style-type: none"> • For the duration of event, have daily meetings with UNEP and Fiji-Department of Environment and provided updates on the media and communication activities; • Coordinate with UNEP and Fiji-Department of Environment on media (print and electronic) attendance and interviews; • Liaise with attending media houses, government's communication departments for recorded (print and electronic) footages and in particular for the opening events of the Network and Refrigeration/Air-conditioning train the trainer meetings <p><u>(c) After the meeting (21 to 30 June 2016)</u></p> <ul style="list-style-type: none"> • Prepare four articles for use by UNEP and the Government of Fiji and listed as follows: (a) Network meeting of NOOs for the Asia-Pacific; (b) Thematic workshop on ODS Alternatives Survey; (c) Australia Refrigeration and Air-conditioning Technology Summit and (d) Good Servicing Practices for Longer-term Alternatives in Refrigeration and Air-conditioning sectors to be held at the Fiji National University • .Draft of each article are to submitted to UNEP and Fiji-Department of Environment with comments/observations included before finalisation and acceptance by UNEP; • Documentation and preparation of the meeting reports from 14-20 June2016; <ul style="list-style-type: none"> - Draft of workshop reports to be submitted to UNEP and Fiji-Department of Environment and comments/observations included before finalisation and acceptance by UNEP; • Provide to UNEP follow- up media (print and electronic) and other communications materials/published articles that may be received following the events. 			

Services provided by UNDP Fiji (VAT exempted where possible)	Quantity	Unit costs in USD	Total costs in USD
(d) One-off payment will be done upon submission and acceptance by UNEP of all required reports as listed above			
Contingency costs			1,000
Sub-total			39,375
UNDP indirect support costs (8%)			3,150
Grand total			42,525

no

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Table 2: Requirements of meeting rooms, coffee/break and lunch

Events components	Tuesday 14 June		Wednesday 15 June		Thursday 16 June		Friday 17 June		Saturday 18 June		Sunday 19 June	Monday 20 June	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM and PM	AM	PM
Meeting Room Requirements¹	One meeting room for 80 pax. ²		One meeting room for 80 pax.		One meeting room for 80 pax.	No room required	Three meeting rooms, each room for 30-40 pax. ³		No room required		No room required	Three meeting rooms, each room for 30-40 pax.	One meeting room for 80 pax.
Coffee Break and Water for (Number of Participants)	80	80	80	80	80	105	105	105	105	No	No	80	80
Lunch for (Number of Participants)	80		80		80		105		105		No	80	

¹ Air-conditioning should not be too noisy and in case the screen is too small or too far away, a second screen, projector and laptop should be provided.

² The meeting room has sitting arrangements in U-shape (if necessary combined with theatre style) and including standard conference equipment such as wifi, one laptop connected to a projector, screen, sound system, one microphone for speaker, 5 portable microphones for audiences, loudspeakers etc.

³ The meeting rooms have sitting arrangements in U-shape (if necessary combined with theatre style) and including standard conference equipment such as wifi, one laptop connected to a projector, screen, sound system, one microphone for speaker, 3 portable microphones for audiences, loudspeakers etc.

Annex C: Concept note

**THE OZONACTION NETWORK MEETING AND THEMATIC WORKSHOPS FOR
ASIA AND THE PACIFIC NATIONAL OZONE OFFICERS**

SUVA, FIJI, 14-20 JUNE 2016

Background

UNEP together with the Fiji-Ministry of Local Government, Housing & Environment are jointly organizing the Asia and the Pacific 2016, National Ozone Officers (NOOs) networking and thematic meetings from 14-20 June 2016. The delivery of these events is in keeping with the work programme of UNEP's OzonAction Compliance Assistance Programme (CAP) for the Asia/Pacific NOO networks - namely South Asia (SA), South East Asia/Pacific (SEAP) and the Pacific Islands Countries (PIC). This will include 38 Asia and the Pacific countries operating as Article 5 countries under the Montreal Protocol.

In relation to the Montreal Protocol, the Asia and the Pacific region boasts as having producing countries, largest exporting and smallest consuming countries. In the Asia and the Pacific region there are 16 Small Islands Developing States, 11 Least Developed Countries and 4 landlocked countries among these 38 countries. Harvesting these variations in development, market strengths, institutional/technical capacities and access to technologies, the meeting is also expected to promote north-south, south-south and triangular partnerships towards the safe management of longer term non-ODS alternatives.

The events to be delivered are detailed as per the following:

A: Joint Meeting/events of Networks (SA, SEAP, PIC)

1. **14 June 2016:** Joint Network Meeting: This day will be dedicated, towards addressing national implications, compliance status and implementation responsibilities following on the recent meetings of Parties to the Montreal Protocol and the Executive committee to the Multilateral fund;
2. **15-16 June 2016:** Thematic Workshop on Survey of ODS Alternatives. The workshop will provide a platform for participants to exchange national experiences, challenges and lessons learnt on conducting the ODS alternatives surveys in accordance with approved guidelines. It will also update and discuss of new longer-term alternative technologies, their market trends, availability, affordability and the approaches for adoption them locally;
3. **16 June (afternoon) 2016:** Australia-Lead RAC Technology Summit on Longer-term Alternatives to ODSs. The NOOs will attend the summit to be updated by industry experts and visit the exhibition on the environmentally-friendly refrigeration and air-conditioning (RAC) equipment.
4. **18 June 2016:** Field Trip on Management of Longer-term Alternatives to ODSs. The field trip will focus on demonstrating the management of longer term, low GWP alternatives. It will sensitize and build capacities of the NOOs on the approaches towards the adoption of energy efficient and low GWP/natural refrigerants technologies and safe handling of alternatives refrigerants.

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B. Parallel meetings of each network, 17, 19 and 20 June 2016:

These parallel meetings of three networks will focus on HCFC Phase-out Management Plan (HPMP) implementation, south-south cooperation, review on the status of implementation of the conclusions and recommendations from early regional network meetings

Objectives

The main objectives of the meetings are to allow the sharing of experiences and information between member countries in the Asia and the Pacific region and to deliver the 2016 work programme of UNEP's OzonAction Compliance Assistance Programme (CAP) for the Asia and the Pacific region to support the implementation of the Montreal Protocol on Substances that Deplete the Ozone Layer. Specific objectives of each event are:

- The Joint and Parallel Network Meeting of the Asia-Pacific NOOs aims to update recent developments and implications to member states under the Montreal Protocol and the Executive Committee of the Multilateral Fund. It also aims to assess and review CAP services and requirement for 2016/2017 and partnership building on the experience gained from previous meetings;
- The objective of the Joint Thematic on Alternatives to ODS is to review, assess and identify national policies, legislation, capacity needs, standard for addressing the management of ODS alternatives and the roles of National Ozone Units (NOUs) in supporting these needs. This also includes case studies and field visit on good refrigeration and air-conditioning (RAC) servicing practices with focus on longer term, non-ODS alternatives;
- The Thematic Meeting on HPMP has the objective to discuss implementation status and challenges on their national HPMP implementation among countries. Each of three networks will have their separate meeting to identify priority to enhance capacity of the countries to efficiently implement HPMP activities, while maximizing the climate benefit.

Participants

a) Invited Participants

- One sponsored NOO from each of 38 countries in three Asia and the Pacific networks. In addition, UNEP will invite resource persons for the Network Meeting and Thematic Meeting on ODS Alternatives Survey, representatives from the Multilateral Fund Secretariat, Ozone Secretariat, Implementing Agencies (UNIDO, UNDP and World Bank, bilateral Agencies and partners (EC, GIZ, Japan, Sweden, Australia, New Zealand. This also includes national participants for Government e.g., industry, Ministries (Education, Health, Environment, Energy, Fire Services), technical colleges, universities, local media and other stakeholders and other international and regional intergovernmental bodies in the Pacific region and based in Fiji (e.g Secretariat of the Pacific Community, European Commission (Fiji office), ECLAC (Fiji Office), South Pacific Regional Environment Programme (SPREP) etc.). These participants will attend the meeting/workshop from 14-20 June 2016;

- Senior refrigeration and air-conditioning (RAC) technicians from 14 Pacific Islands Network to attend the thematic workshop on HPMP implementation on 17 June 2016 and field trip on 18 June 2016;

b) **UNEP participants** to organise and deliver the Joint Network Meeting and Thematic Workshops from 14-20 June 2016.

Venue

The meeting will take place in Suva, Fiji, from 14-20 June 2016 and the venue will be informed in due time.

Logistics

A logistical note describing meeting arrangements, visa requirements, airport transfer, meeting venue and country characteristics will be prepared in due time and shared with the meeting participants by UNEP through email.

In general, participants would arrive the day before their first meeting day and depart either in the evening of the last meeting day or the day after depending on flight availability.

Participants will receive invitations and visa support letters and are responsible for their own visa arrangements, travel and health insurance.

Meeting documents

The meetings will aim to implement green meeting options and to reduce its carbon impact to the extent possible and will be paper-less meeting. The meeting documents including the concept note, logistical note, meeting agenda, list of participants will be made available to participants by UNEP through email. Meeting recommendations and presentations will be made available from the UNEP OzonAction website.

Contacts

Ministry of Local Government, Housing & Environment

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**Proposed Schematic of All Events
Tuesday 14 June - Monday 20 June, 2016**

Events components	Tuesday 14 June	Wednesday- Thursday 15-16 June	Friday 17 June	Saturday 18 June	Sunday 19 June	Monday (AM) 20 June (Morning)	Monday (PM) 20 June (Afternoon)	
National Ozone Officers - South Asia Network	Opening Ceremony + Joint Network Meeting of Ozone Officers	Joint Thematic Workshop on Survey of ODS Alternatives + Summit on Longer- Term Alternatives to ODSs (afternoon session on 16 June)	Separate, Thematic Workshop on HPMP Implementation	Field Trip on Management of Longer- term Alternatives to ODSs	Bilateral Discussions (NOU and implementing partners)	Separate Network Meeting of National Ozone Officers	Joint Network Meeting of National Ozone Officers + Certificate of Participation Closing Ceremony	
National Ozone Officers - Southeast Asia Network			Separate, Thematic Workshop on HPMP Implementation					Standards for the RAC Sector (PIC region)
National Ozone Officers - PIC Network			Separate, Thematic Workshop on HPMP + Policy and					
Senior RAC Technicians - PIC Network								
Number of Participants	80	80	105	105	-	80	80	
Meeting Room Requirements	One meeting room for 80 participants	One meeting room for 80 participants On 16 June 2016, room requirement is half day in the morning	Three meeting rooms, each room for 30-40 participants	No room required	No room required	Three meeting rooms, each room for 30-40 participants	One meeting room for 80 participants	

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