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EXECUTIVE COMMITTEE
OF THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Twenty-seventh Meeting
Montreal, 24-26 March 1999

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 26th Meeting of the Executive Committee.

Notification of the Decisions of the Twenty-sixth Meeting of the Executive Committee

Article 5 countries

2. Decisions taken by the Executive Committee at its 26th Meeting regarding project approvals and other relevant decisions were communicated to the governments of the Article 5 countries concerned.

Transfer of resources from the Multilateral Fund

3. Resources covering all funding requests approved at the Twenty-sixth Meeting were transferred to the implementing agencies in accordance with decision 26/35 on resource allocations.

Completion of the technical audit of the ODS production sector in India and China

4. The final reports on the technical audits of CFC production plants in China and India were received by the Secretariat in December 1998. The reports were subsequently dispatched to members of the Subgroup on the Production Sector for its consideration at the meeting which was held in Paris in January 1999.

Review of submissions to the 27th Meeting

Bilateral cooperation

5. The Secretariat processed 26 requests under bilateral co-operation and provided comments and recommendations where necessary.

Investment projects

6. 71 investment projects submitted by UNDP, UNIDO and the World Bank were evaluated by the Secretariat according to the established guidelines and criteria. Project evaluation sheets and recommendations, as appropriate, are submitted for consideration of the Executive Committee.

Country programmes

7. The Secretariat reviewed and commented on the country programmes of Bosnia and Herzegovina, Democratic Republic of Congo and Qatar.

Work programmes

8. The Secretariat reviewed and commented on the 166 activities included in the 1999 Work programme amendments of UNEP and the 1999 Work programmes of UNDP and UNIDO and the World Bank.

1999 business plans

9. The Secretariat reviewed and consolidated the 1999 business plans of UNDP, UNEP, UNIDO and the World Bank, as well as business plans of Belgium, Canada, Finland, France, Germany, Japan, New Zealand and Sweden.

Draft monitoring and evaluation work programme for 1999

10. This document was prepared by the Senior Evaluation Officer on the basis of the approved 1997-1998 work programme.

Project completion reports

11. The Senior Evaluation Officer prepared a status report on the project completion reports received from the implementing agencies since the 26th Meeting.

China solvent sector plan

12. The Secretariat reviewed and commented on the draft Phase-out plan for the solvent sector in China submitted by UNDP.

Documents and Policy Papers prepared by the Fund Secretariat

13. Of the documents submitted for consideration at the 27th Meeting (UNEP/OzL.Pro/ExCom/27/Inf.1), the following were prepared by the Secretariat:

- Provisional Agenda (UNEP/OzL.Pro/ExCom/27/1/Rev.1)
- Secretariat activities (UNEP/OzL.Pro/ExCom/27/2)
- Consolidated 1999 business plan of the Multilateral Fund (UNEP/OzL.Pro/ExCom/27/5)
- Comments and recommendations on 1999 business plans for bilateral cooperation (UNEP/OzL.Pro/ExCom/27/6)
- Comments and recommendations on UNDP, UNEP, UNIDO and world Bank 1999 business plans (UNEP/OzL.Pro/ExCom/27/7 to 10)
- Project implementation delays (UNEP/OzL.Pro/ExCom/27/11)
- Draft monitoring and evaluation work programme for 1999 (UNEP/OzL.Pro/ExCom/27/12)
- Overview of issues identified during project review (UNEP/OzL.Pro/ExCom/27/14)

- Comments and recommendations on bilateral cooperation (UNEP/OzL.Pro/ExCom/27/15)
- Comments and recommendations on UNEP 1999 work programme amendments (UNEP/OzL.Pro/ExCom/27/17)
- Comments and recommendations on UNDP, UNIDO and the World Bank 1999 work programmes (UNEP/OzL.Pro/ExCom/27/16, 18 and 19)
- Comments and recommendations on investment and demonstration projects and project evaluation sheets (UNEP/OzL.Pro/ExCom/27/20 to 36)
- Possible consideration of a new sub-sector for transportation refrigeration (UNEP/OzL.Pro/ExCom/27/37)
- Eligibility of ODS consumption arising from evaporation losses in the foam industry (UNEP/OzL.Pro/ExCom/27/38)
- Circumstances for the consideration of ODS phase out in the commercial refrigeration end-user sector (UNEP/OzL.Pro/ExCom/27/39)
- Process agents: implementation of Decision X/14 (paragraphs 3, 5, and 6) of the Tenth Meeting of the Parties (UNEP/OzL.Pro/ExCom/27/40)
- Comments on the Phase-out plan for the solvent sector in China (UNEP/OzL.Pro/ExCom/27/41)
- Comments and recommendations on country programmes for Bosnia & Herzegovina, Democratic Republic of Congo and Qatar (UNEP/OzL.Pro/ExCom/27/42,43 and 44)
- The reports of the Meeting of the Sub-Committees (UNEP/OzL.Pro/ExCom/27/4 and UNEP/OzL.Pro/ExCom/27/13) will be prepared by the Secretariat after the conclusions of the meetings of the Sub-Committees.
- Status report on project completion reports (UNEP/OzL.Pro/ExCom/27/Inf.2)

Coordination with the Implementing Agencies

13. The Secretariat hosted a coordination meeting with the implementing agencies on 19-20 February 1999. Draft policy papers, work programmes and investment projects were inter alia discussed at this meeting. Additionally the Senior Evaluation Officer made a presentation on the highlights of the draft 1999 work programme on monitoring and evaluation.

Missions undertaken

14. The Secretariat participated in the Meeting of the Production Sector Subgroup on 13 January 1999.

15. The Secretariat participated in the UNEP Informal Advisory Group meeting in January 1999 and made a substantive presentation.

16. The Chief Officer attended the Governing Council meeting of UNEP in February 1999.

Upgrading the web-site

17. The Secretariat upgraded its web-site for transmitting pre-meeting documents to participants in the Committee meeting and for making general information available to the public. The Web-site address is <http://www.unmfs.org/>.

Review and Update of Databases, Documents and Operational Guidelines by the Fund Secretariat

18. The Secretariat reviewed and updated the following databases, documents and operational guidelines:

- Inventory of Approved Projects as at November 1998
- Policies, Procedures, Guidelines and Criteria as at November 1998
- Country Programmes Summary Sheets as at November 1998.

Preparation for the Twenty-seventh Meeting of the Executive Committee and its Sub-Committees

19. The Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee, the Subgroup on the Production Sector, and the 27th Meeting of the Executive Committee to be held in Montreal, Canada. Letters of invitation and meeting documentation have been dispatched to members of the Executive Committee, the President of the Bureau, the implementing agencies and to NGOs.

Recruitment of Monitoring and Evaluation Officer

20. The Senior Monitoring and Evaluation Officer joined the Secretariat on 1 February 1999.

Host Country Agreements

21. The two host country agreements (the Fund and the United Nations) were signed in Cairo, Egypt during the 10th Meeting of the Parties by the Ambassador of Canada in Egypt and the Chairman of the Executive Committee (Fund Agreement) and the Executive Director of UNEP (UN Agreement).