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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Thirtieth Meeting
Montreal, 29-31 March 2000

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 29th Meeting of the Executive Committee.

Notification of the Decisions of the 29th Meeting of the Executive Committee

Article 5 countries

2. Decisions taken by the Executive Committee at its 29th Meeting regarding project approvals and other relevant decisions were communicated to the governments of Article 5 Parties concerned.

Transfer of resources from the Multilateral Fund

3. Resources covering all funding requests approved at the 29th Meeting were transferred to the implementing agencies; approved bilateral activities were credited to the contributions of the countries concerned as pertinent.

Review of submissions to the 30th Meeting

Bilateral co-operation

4. The Fund Secretariat processed 13 requests under bilateral co-operation and provided comments and recommendations where necessary.

Investment projects

5. 11 investment projects submitted by UNDP, UNIDO and the World Bank were evaluated by the Fund Secretariat according to the established guidelines and criteria. Of the 11 projects, 7 projects were considered at the 29th Meeting and the Executive Committee agreed that they should be submitted to the 30th Meeting as part of the agencies' 1999 business plans. The remaining projects are for recovery and recycling components of refrigerant management plans, and for release of the second tranches for CFC production sector. Project Evaluation sheets and recommendations, as appropriate, are submitted for consideration of the Executive Committee.

Country programme

6. The Fund Secretariat reviewed and commented on 1 country programme and on the update of China's Country Programme.

2000 business plans

7. The Fund Secretariat reviewed and commented on the 2000 business plans of UNEP, UNDP, UNIDO and the World Bank which were subsequently consolidated in the document titled "Consolidated 2000 business plan of the Multilateral Fund".

2000 business plans for bilateral cooperation

8. The Secretariat reviewed and provided comments and recommendations on the 2000 business plans of Australia, Canada, the Czech Republic, Denmark, France, Germany, Japan, New Zealand, Sweden and the United Kingdom.

2000 Work programme and amendments

9. The Fund Secretariat reviewed and commented on the 102 activities submitted by UNDP, UNIDO and the World Bank in their 2000 Work programmes and 43 activities submitted by UNEP as amendments to its 2000 Work programme.

Monitoring and Evaluation

10. The Senior Monitoring and Evaluation Officer prepared final reports and draft follow-up action plans for the evaluations of refrigeration and institutional strengthening projects. The final reports drew on the discussions during the workshop held in accordance with Decision 29/14 in Montreal (6-8 February 2000) to review the formats of project completion reports.

11. A desk evaluation study on Regional Networks was prepared. An in-depth desk study on training projects was elaborated in order to prepare field missions that are scheduled for March and April 2000. Finally, a review has been carried out of the existing documentation concerning recovery and recycling projects. The results have been integrated into a paper on the possibility of preparing a desk study on recovery and recycling projects during the Year 2000, which has been presented to the Executive Committee as document 30/9.

Consolidated report on sectoral ODS consumption data

12. As a follow-up on Decisions 28/25 and 29/10 which requested data on sector distribution of ODS baseline consumption of Article 5 countries, the Secretariat consolidated the inputs submitted by the implementing agencies and is presenting the results to the 30th Meeting of the Executive Committee.

Documents and Policy Papers prepared by the Fund Secretariat

13. Of the documents submitted for consideration at the 30th Meeting, the following were prepared by the Fund Secretariat:

- Provisional Agenda
- Secretariat activities
- Final report on the 1999 evaluation of refrigeration projects and draft follow-up action plan
- Final report on the 1999 evaluation of institutional strengthening projects and draft follow-up action plan

- Report of the workshop on project completion report formats
- Desk study on evaluation of regional networks (2000 monitoring and evaluation work programme)
- The possibility of a desk study on recovery and recycling projects
- Consolidated 2000 business plan of the Multilateral Fund
- Comments on 2000 business plans for bilateral cooperation
- Comments on 2000 business plans of UNDP, UNEP, UNIDO, and the World Bank
- Project implementation delays
- Completed projects with balances, follow-up on Decision 29/9
- Financial intermediaries/administrative costs, follow-up on Decision 29/73
- Sectoral ODS consumption data: consolidated report based on preliminary reports from implementing agencies (Decisions 28/25 and 29/10)
- Overview of issues identified during project review
- Comments and recommendations on bilateral cooperation
- Comments and recommendations on 2000 work programmes of UNDP, UNIDO and World Bank and amendments to UNEP 2000 work programme
- Comments and recommendations on investment projects and project evaluation sheets
- Comments on the phase-out strategy for the tobacco sector in China
- Strategic planning and the draft three-year business plan for the Multilateral Fund for 2000-2002
- Comments and recommendations on Grenada Country Programme
- Comments and recommendation on China Country Programme update
- The reports of the Meetings of the Sub-Committees will be prepared by the Secretariat after the conclusion of the meetings of the Sub-Committees.

Planning for the 30th Meeting of the Executive Committee

14. The Secretariat communicated to the implementing agencies the various actions required to be undertaken by them and by the Secretariat as a result of decisions taken at the 29th Meeting of the Executive Committee as well as actions outstanding from reports of earlier meetings of the Committee.

15. The Secretariat convened a coordination meeting in Montreal with the representatives of the Implementing Agencies (9-11 February 2000) to discuss, inter alia, their submissions to the 30th Meeting.

Missions undertaken

16. During the reporting period, the Secretariat participated in the Informal Advisory Group Meeting organized by UNEP (Paris, 19-21 January 2000) and in the Workshop on Refrigerant Management Plans organized by the facilitator of the contact group (Paris, 22 January 2000).

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

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

- Inventory of Approved Projects as at November 1999.
- Policies, Procedures, Guidelines and Criteria as at November 1999.
- Country Programmes Summary Sheets as at November 1999.
- Project Completion Reports Summary Sheets
- Update of the web site of the Fund Secretariat.

Preparation for the meetings of the Executive Committee and its Sub-Committees during the year 2000

30th Meeting

18. The Fund Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation and Finance Sub-Committee and the 30th 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, the Ozone and GEF Secretariats and other observers.

31st Meeting

19. The Secretariat, in cooperation with the Ozone Secretariat and the United Nations Office in Geneva, are finalizing arrangements for the possibility of holding the Thirty-first Meeting (3-7 July 2000) back-to-back with the Open-ended Working Group meeting (10-14 July 2000).

32nd Meeting

20. The Secretariat is coordinating with the Ozone Secretariat arrangements for holding the Thirty-second Meeting in conjunction with the Twelfth Meeting of the Parties in Burkina Faso.