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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Twenty-third Meeting
Montreal, 12-14 November 1997

**ADMINISTRATIVE COSTS OF THE IMPLEMENTING AGENCIES
(STATUS REPORT)**

1. Decision VIII/4 of the Eighth Meeting of the Parties requested:

“That the Executive Committee should, over the next three years, work toward the goal of reducing agency support costs from their current level of 13 per cent to an average of below 10 per cent to make more funds available for other activities. The Executive Committee should report to the Parties annually on their progress, and the Parties may adjust the goal accordingly.”

2. At its Twenty-first Meeting, the Executive Committee approved the terms of reference for the recruitment of a consultant to work with the Secretariat and the implementing agencies to identify options and approaches for reducing the overall level of administrative costs, focusing on revising the current uniform, fee-based system (decision 21/2).

3. At the Twenty-second Meeting of the Executive Committee, the Secretariat informed the Committee that a consultant had been selected by the Secretariat from amongst 9 bidders, and was being recruited.

4. The Consultants started their work by visiting the headquarters of the four Implementing Agencies in July 1997, and prepared a Memorandum of Discussion for discussion.

5. The Memorandum of Discussion indicated a departure from the Terms of Reference of the Study. The Consultant was advised of this departure and has had two meetings with the Secretariat.

6. The Secretariat will be meeting with the Consultant prior to the Twenty-third Meeting of the Executive Committee and will provide additional information to the Committee on the status of the report at the Meeting.