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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

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the 22nd Meeting of the Executive Committee.

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

Article 5 countries:

2. Decisions taken by the Executive Committee at its 22nd Meeting regarding project approvals and other relevant decisions were communicated to the governments of the Article 5 countries concerned.

Non-Article 5 countries:

3. The Secretariat notified the Governments of Canada and France of the approval of their bilateral requests by the Executive Committee at its 22nd Meeting.

Transfer of resources from the Multilateral Fund

4. The Fund Secretariat requested the Treasurer of the Multilateral Fund to transfer to the implementing agencies the funds approved for each of them by the Executive Committee, and to credit approved bilateral requests from the Governments of Canada and France against their 1997 contributions to the Multilateral Fund.

Administrative costs of the Implementing Agencies

5. The consulting firm Coopers & Lybrand was the successful bidder for the preparation of the study on the administrative costs of the Implementing Agencies. The Secretariat awarded the contract to the firm on 6 June 1997. The Secretariat introduced the Consultant to the Implementing Agencies and provided all the necessary information on Multilateral Fund's policies, procedures and selected projects.

Intersessional meetings of the Sub-Committees

6. The Secretariat made the necessary arrangements for the meetings of the Sub-Committee on Project Review and the Sub-Committee on Monitoring, Evaluation and Finance, which were held concurrently on 18 and 19 September 1997, including preparation and dispatch of meeting documentation and conference services.

Production Sector

7. The Secretariat prepared the consolidated report on the production sector which was dispatched to members of the Subgroup. The Secretariat also consulted with the Expert Group on issues referred to it by the Executive Committee, and prepared a status report on the result of the consultations.

8. Arrangements were made for the fourth meeting of the Subgroup on Production Sector, which was held on 18 September 1997 to consider the status report and to review the consolidated report referred to in paragraph 7 above.

China halon strategy

9. In response to the recommendation of the intersessional meeting of the Project Review Sub-Committee, the Secretariat reviewed the terms of reference prepared by the World Bank for a consultancy for the verification of halon production in China. The Secretariat and one member of the Expert Group participated in a meeting held in World Bank's offices to discuss the work of the consultant. Another member of the Expert Group has been included in the Consultant's team to visit halon production facilities in China.

Coordination with the Implementing Agencies

10. Pursuant to the decision of the Executive Committee at its 16th Meeting (UNEP/OzL.Pro/ExCom/16/20, Annex III), the Secretariat held a coordination meeting with the implementing agencies on 20-21 August 1997. Issues discussed with the implementing agencies focused on, *inter alia*, full commitment of 1997 investment project funding; guidance for preparation of 1998 business planning; outstanding policy issues regarding safety costs, baseline equipment, guidelines for retrofitting commercial refrigeration sector, guidelines for liquid CO₂ technology and for tobacco sector; refrigeration management plans; counterpart funding; operationalising Decision 22/26 on compressor conversion operating costs; database on major capital equipment items; status report on ODS phase out in Article 5 countries; monitoring and evaluation; format for: sector background, safety costs, equipment destroyed and equipment to be rendered unusable, for inclusion in project submissions; value of projects to be submitted to the 23rd Meeting, and logistic arrangements for the receipt of documents.

Review of Project Proposals, Country Programmes, Business Plans and Work Programmes

11. In total, the Secretariat reviewed 272 project proposals for the 23rd Meeting of the Executive Committee, including bilateral requests, UNEP's 1998 work programme and UNDP's work programme amendment, refrigerant management plans and investment project proposals.

The Fund Secretariat also reviewed three country programmes and the draft 1998 business plans of the implementing agencies.

12. The Secretariat provided comments on these submissions to bilateral agencies, Article 5 countries and implementing agencies, as appropriate.

Bilateral cooperation:

13. The Secretariat processed 21 requests for bilateral cooperation from the governments of Canada, Finland, France, Germany, Switzerland and the United States. The Swiss request was processed intersessionally prior to the 23rd Meeting.

Work programme and work programme amendment

14. The Secretariat discussed with UNEP its 1998 work programme and with UNDP its work programme amendment and submitted its comments on these requests to the Executive Committee.

Investment projects:

15. UNDP, UNIDO and the World Bank submitted 208 investment project proposals, which were evaluated according to the established guidelines and criteria.

Country programmes:

16. The Secretariat reviewed three country programmes and one updated country programme and submitted its comments and recommendations to the Executive Committee.

Documents and Policy Papers prepared by the Fund Secretariat

17. Of the documents listed for consideration at the 23rd Meeting (UNEP/OzL.Pro/ExCom/23/Inf.2), the following were prepared by the Secretariat:

- Provisional agenda (UNEP/OzL.Pro/ExCom/23/1)
- Secretariat activities (UNEP/OzL.Pro/ExCom/23/2)
- Report of the Second Meeting of the Sub-Committee on Monitoring, Evaluation and Finance (UNEP/OzL.Pro/ExCom/23/4)
- Standard components on monitoring and evaluation in project proposals (UNEP/OzL.Pro/ExCom/23/6)
- Format of project completion reports (UNEP/OzL.Pro/ExCom/23/7)
- Revised 1998 budget of the Secretariat, and provisions for Secretariat staff salary (UNEP/OzL.Pro/ExCom/23/8)

- Report of the Sub-Committee on Project Review (UNEP/OzL.Pro/ExCom/23/10)
- Overview of issues identified during project review (UNEP/OzL.Pro/ExCom/23/17)
- Bilateral co-operation comments and recommendations (UNEP/OzL.Pro/ExCom/23/18)
- Project evaluation sheets, comments and recommendations on investment projects (UNEP/OzL.Pro/ExCom/23/ 23/22 to 23/51)
- Baseline equipment (UNEP/OzL.Pro/ExCom/23/53)
- Safety related costs of hydrocarbon technology (UNEP/OzL.Pro/ExCom/23/54).
- Draft guidelines for cost-effectiveness thresholds in the tobacco sector (UNEP/OzL.Pro/ExCom/23/55).
- Country programmes' comments and recommendations and updates (UNEP/OzL.Pro/ExCom/23/56 to 23/60)
- Report of the Fourth Meeting of the Executive Committee's Subgroup on the Production Sector (UNEP/OzL.Pro/ExCom/23/62)
- Criteria for project preparation (UNEP/OzL.Pro/ExCom/23/63)
- Prices of chemicals (UNEP/OzL.Pro/ExCom/23/64)

Review and Update of Database and Documents

18. The Secretariat reviewed and updated the following documents:

- Inventory of Approved Projects as at May 1997.
- Policies, Procedures Guidelines and Criteria as at May 1997.
- Country Programme Summary Sheets as at May 1997.
- Equipment cost database (in progress).

Meetings

19. The Fund Secretariat was represented at training workshops, ozone unit network and other meetings in Africa and Asia and the Pacific organized by UNEP. The Fund Secretariat also attended a meeting of the UN Association of Canada; participated in a technical working group meeting on cost of major equipment items, a meeting on the China halon sector strategy and a national workshop on ODS phaseout in SME's; attended a High-level Committee of Ministers and Officials in the United Nations Headquarters; participated in the 7th Coordination Meeting of Secretariats of Conventions and the World Trade Organization Committee on Trade and the Environment, and; attended the Ninth Meeting of the Parties to the Montreal Protocol.

Preparation for the Twenty-third Meeting of the Executive Committee

20. The Secretariat has arranged for the Meetings of the Sub-Committee on Project Review, the Monitoring, Evaluation, and Finance Sub-Committee and the 23rd 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.