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Executive Committee of the
Multilateral Fund for the
Implementation of the Montreal Protocol

Twelfth Meeting
Montreal, 28-30 March 1994

SECRETARIAT ACTIVITIES

1. This document reports on the activities undertaken by the Fund Secretariat since the Eleventh Meeting of the Executive Committee during the period December 1993 through March 1994.

Documents received by the Secretariat:

2. The Secretariat has received the following documents for consideration by the Executive Committee:

- Promissory Notes: Report from the Treasurer
(UNEP/OzL.Pro/ExCom/12/4)
- Request for bilateral contributions (UNEP/OzL.Pro/ExCom/12/5)

Agencies Progress Report

- | | |
|--------------|----------------------------|
| • UNDP | (UNEP/OzL.Pro/ExCom/12/8) |
| • UNEP | (UNEP/OzL.Pro/ExCom/12/9) |
| • UNIDO | (UNEP/OzL.Pro/ExCom/12/10) |
| • World Bank | (UNEP/OzL.Pro/ExCom/12/11) |

Agencies work programmes

- | | |
|--------------|----------------------------|
| • UNDP | (UNEP/OzL.Pro/ExCom/12/13) |
| • UNEP | (UNEP/OzL.Pro/ExCom/12/14) |
| • UNIDO | (UNEP/OzL.Pro/ExCom/12/15) |
| • World Bank | (UNEP/OzL.Pro/ExCom/12/16) |

Country programmes

- Colombia (UNEP/OzL.Pro/ExCom/12/17)
- Indonesia (UNEP/OzL.Pro/ExCom/12/18)
- Ivory Coast (UNEP/OzL.Pro/ExCom/12/19)
- Malawi (UNEP/OzL.Pro/ExCom/12/20)
- Sri Lanka (UNEP/OzL.Pro/ExCom/12/21)
- Sudan (UNEP/OzL.Pro/ExCom/12/22)

Project proposals

- China (UNEP/OzL.Pro/ExCom/12/23)
- Egypt (UNEP/OzL.Pro/ExCom/12/24)
- India (UNEP/OzL.Pro/ExCom/12/25)
- Jordan (UNEP/OzL.Pro/ExCom/12/26)
- Malaysia (UNEP/OzL.Pro/ExCom/12/27)
- Philippines (UNEP/OzL.Pro/ExCom/12/28)
- Thailand (UNEP/OzL.Pro/ExCom/12/29)

In addition to the above documents the Secretariat received a request from the World Bank for processing two projects on a non-objectional basis. The Secretariat's comments on these proposals are being addressed by the World Bank.

The Secretariat provided comments regarding bilateral assistance, progress reports, work programmes, country programmes and project proposals to Article 5 countries, donor countries and implementing agencies, as appropriate. The results of these activities are reflected in the Secretariat's comments and recommendations submitted to this meeting.

Documents prepared by the Secretariat for the Twelfth Meeting of the Executive Committee:

3. The Secretariat prepared the following documents:

- Report of the Secretariat Activities (UNEP/OzL.Pro/ExCom/12/2)
- Contributions and Fund disbursements (UNEP/OzL.Pro/ExCom/12/3)
- Uniform Format for Future Financial Reports (UNEP/OzL.Pro/ExCom/12/6)
- Consolidated Progress Report (UNEP/OzL.Pro/ExCom/12/7)
- Consolidated Work Programme (UNEP/OzL.Pro/ExCom/12/12)
- Review of Project Proposals (UNEP/OzL.Pro/ExCom/12/30)
- Projects that Might Realize Net Incremental Savings (UNEP/OzL.Pro/ExCom/12/31)

- The Use of Contingency Costs in Project Proposals (UNEP/OzL.Pro/ExCom/12/32)
- Report on Strategic Options for Retrofitting of Mobile Air Conditioners and Chillers (UNEP/OzL.Pro/ExCom/12/33)
- The Use of Transitional Substances as Substitutes for Ozone Depleting Substances (UNEP/OzL.Pro/ExCom/12/34)
- Draft Terms of Reference for the review under paragraph 8 of Article 5 of the Protocol (UNEP/OzL.Pro/ExCom/12/35), prepared in consultation with the implementing agencies and various members of the Executive Committee.
- An overview of pertinent issues to the 12th meeting of the Executive Committee (UNEP/OzL.Pro/ExCom/12/Inf.3)
- Survey on Production and Use of HCFCs (UNEP/OzL.Pro/ExCom/12/Inf.4)
- Survey on Implementation of Institutional Strengthening Projects (UNEP/OzL.Pro/ExCom/12/Inf.5)
- Executive Committee Procedures, Policies, Guidelines and Criteria (UNEP/OzL.Pro/ExCom/12/Inf.6)

Other documents prepared by the Fund Secretariat:

- Update of the Inventory of Approved Projects as of November 1993; and
- Country Programme Summary Sheets.

Meetings:

4. The Secretariat participated in the following meetings:

- Country Incremental Costs of Phasing out Ozone Depleting Substances, organized by the World Bank, in Washington D.C., 30 November 1993. To give the Secretariat perspective of the use of incremental cost in country programmes and its use in other environmental conventions.
- Seminar on the Multilateral Fund organized by the Ministry of International Trade and Industry, Government of Japan, in Tokyo, 16-18 December 1993.

- 1994 Mobile Air Conditioning Society Convention and Trade Show in Las Vegas, 24-28 January 1994.
- UNEP IE/PAC Advisory Committee Meeting on the Ozone Action Plan to discuss UNEP's Work Programme for 1994 in Paris, 31 January-2 February 1994.
- Discussions on promissory notes and uniform format for financial reports with the World Bank and UNDP staff; discussions relating to host country agreement with UN legal section and with UN Personnel Section for staff benefits (unemployment insurance) in Washington and New York, 30 January-2 February 1994.
- Workshop organized by Gesellschaft für Technische Zusammenarbeit (GTZ) on Multilateral Fund activities and discussion with GTZ staff, Frankfurt, 8-9 February 1994.

5. The Secretariat convened the following meeting:

- Inter agency planning meeting, Montreal, 7 January 1994. To consider work programme activities for 1994 and to establish their relation to the three-year plan and budget.

Parties operating under Article 5 paragraph 1

Outcome of the Eleventh Meeting of the Executive Committee:

6. The Secretariat notified Article 5 countries of projects and other relevant activities, approved at the Eleventh Meeting of the Executive Committee and provided new members of the Executive Committee with documents for briefing.

Parties not operating under Article 5 paragraph 1

7. Decisions taken by the Executive Committee at its 11th meeting regarding requests for bilateral contributions submitted by the governments of Canada, Singapore, South Africa and the United States of America were communicated to them.

8. The Secretariat invited non Article 5 Parties to provide the relevant information pertaining to the extent and level of bilateral assistance they plan to render in 1994 to Parties operating under Article 5 paragraph 1.

Preparation for the Twelfth Meeting of the Executive Committee:

9. The Secretariat has prepared all the arrangements for the Twelfth Meeting of the Executive Committee, including translation of documentation, hiring of conference staff (interpreters, translators, etc.), and provision of logistics. Letters of invitation and meeting documentation have been dispatched to members of the Executive Committee, President of the Bureau, implementing agencies, and NGOs.